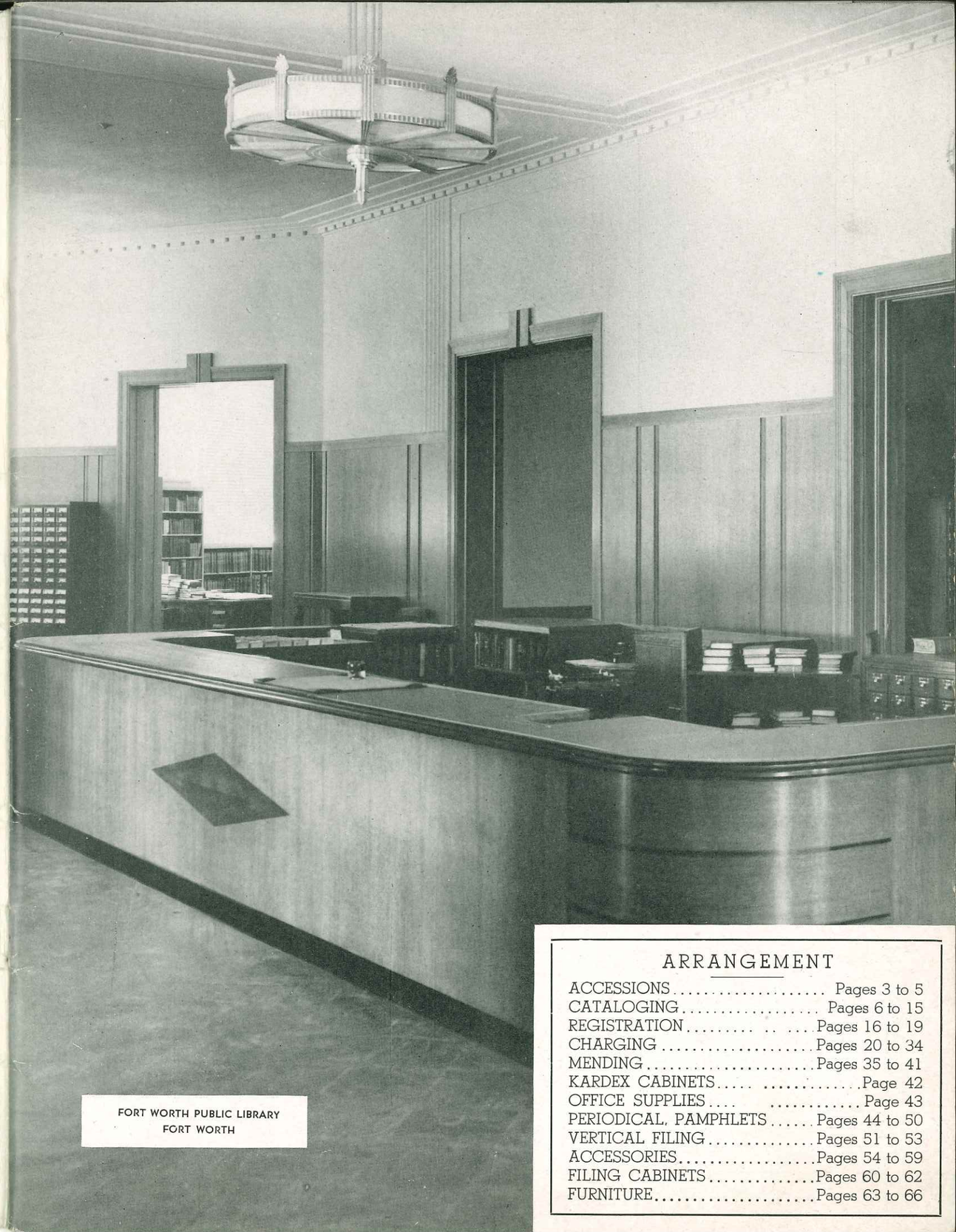
Dup

LIBRARY SUPPLIES

Library
Bureau
Department

Remington Rand

CATALOG No. LB 364



FORT WORTH PUBLIC LIBRARY
FORT WORTH

ARRANGEMENT

ACCESSIONS ..... Pages 3 to 5
CATALOGING ..... Pages 6 to 15
REGISTRATION ..... Pages 16 to 19
CHARGING ..... Pages 20 to 34
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PERIODICAL, PAMPHLETS ..... Pages 44 to 50
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FURNITURE ..... Pages 63 to 66

L. B. PAYS THE FREIGHT

Prices shown in this catalog include transportation charges—parcel post, express, or freight—to all points in the following states:

Alabama	Missouri
Arkansas	Nebraska
Connecticut	New Hampshire
Delaware	New Jersey
Florida	New York
Georgia	North Carolina
Illinois	North Dakota
Indiana	Ohio
Iowa	Oklahoma
Kansas	Pennsylvania
Kentucky	Rhode Island
Louisiana	South Carolina
Maine	South Dakota
Maryland	Tennessee
Massachusetts	Vermont
Michigan	Virginia
Minnesota	West Virginia
Mississippi	Wisconsin

District of Columbia

Freight shipments are made to the nearest freight station; on freight shipments prices do not include the cost of local delivery from the station to the building except where "store door deliveries" are available.

Because of the scarcity of certain materials, the sale of some items has been discontinued temporarily until fresh stocks are obtained and our inventories are built up. Quality will not be sacrificed in any item, but prices will be subject to change without notice.

HOW TO ORDER

Order blanks are attached to the back cover of this catalog. Order by both catalog number and name of article. In the case of cards, where various colors are listed, be sure to state the color desired. Quantity prices apply only for one order shipped to one address. If the supplies desired are not shown in this catalog, prices and information will be sent on request.

Address all communications to your local Remington Rand office, or to:

Remington Rand Inc., 315 Fourth Ave., New York 10, N. Y. or, west of the Rockies, to:

Remington Rand Inc., 41 First St., San Francisco 8, Cal.

SHIPMENTS

Standard supplies will be shipped on the day the order is received at the warehouse. Specially printed or made-to-order supplies receive prompt attention, and are shipped as quickly as consistent with good workmanship.

ADJUSTMENTS

A package received in damaged condition should be inspected by the local agent or post office official, and a written memorandum should be obtained from him so that claim may be made against the transportation company. Package and wrappings should be carefully examined for small articles before any claims for error in shipment are made.

Requests for adjustments must be made **before materials are returned.** Full instructions will then be given for replacement, credit, or return of goods to the proper address.

PUBLICATIONS

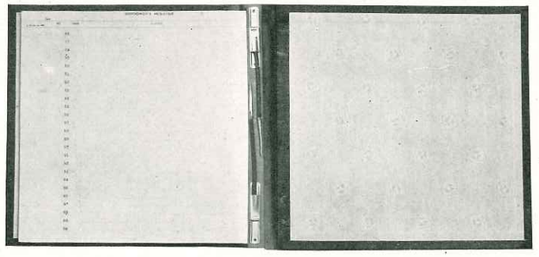
Cat. no.

1004.1 **Decimal classification and relative index.** By Melvil Dewey. Edition 14. Revised and enlarged. Bound in ¼ leather $12.00

1002 **Decimal classification and relative index.** By Melvil Dewey. Abridged edition 6. Revised and enlarged $4.00

Full explanatory circular with each table.

LOOSE LEAF ACCESSION BOOKS

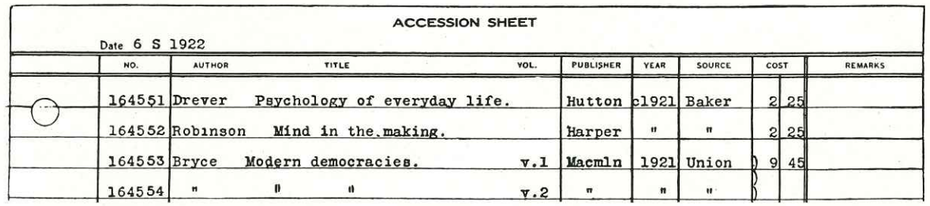


Cat. no. 1050

Books are made of binders' board covered with waterproof buckram. Sheets are fastened in the binder by an 18 inch cord held in position by sliding latch which provides tension along the binding edge of the sheets. Books listed below contain accession sheets (no. 1601) in binders (no. 1049) complete.

Cat. no.		
1050.10	500 lines, with binder	$2.25
1050	1000 lines, with binder	2.75
1051	2000 lines, with binder	3.75
1052	5000 lines, with binder	5.30
1049	Binder only	1.75

LOOSE LEAF ACCESSION SHEETS



ACCESSION SHEET

Date 6 S 1922

	NO.	AUTHOR	TITLE	VOL.	PUBLISHER	YEAR	SOURCE	COST		REMARKS
	164551	Drever	Psychology of everyday life.		Hutton	c1921	Baker	2	25	
	164552	Robinson	Mind in the making.		Harper	"	"	2	25	
	164553	Bryce	Modern democracies.	v.1	Macmln	1921	Union	9	45	
	164554	"	" "	v.2	"	"	"			

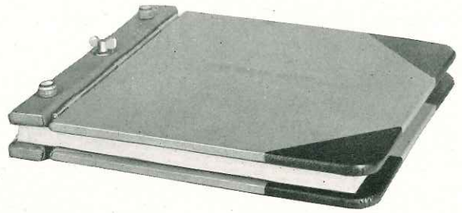
Page Size 9 7/16 x 10 inches, 25 lines to the page.

Cat. no. 1601

Loose leaf accession sheets are of correct width for standard typewriters. Half the sheets are numbered 01-50, the other half 51-00. It is necessary to type only digits to indicate the 100's and 1000's. Sheets are of white ledger stock.

Cat. no. 1601 10.....$.50 100....$3.55

LOOSE LEAF BINDERS



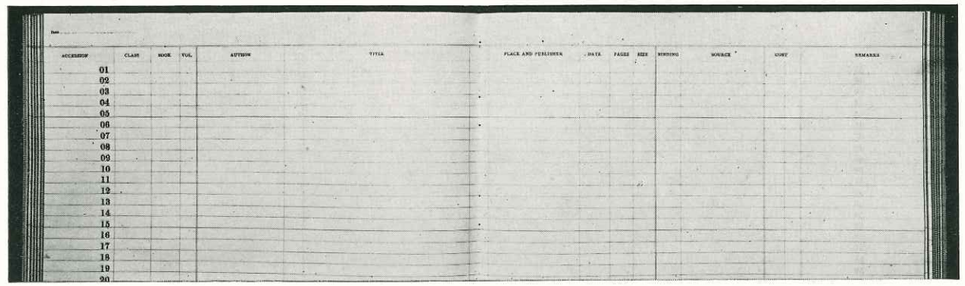
Cat. no. 16456.1

Post binders are supplied with sectional posts to build up volume 4 in. thick. Covers are brown canvas with brown cowhide corners over heavy boards.

Cat. no. 16456.1 To hold loose leaf sheets (no. 1601) illustrated above $5.50

This binder also takes loose leaf sheets no. 1603 (borrowers' register) shown on page 19.

A. L. A. ACCESSION BOOKS



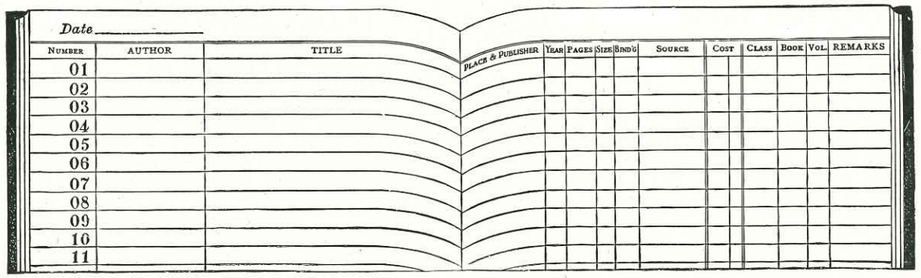
Page size 12 x 13¾ inches, 40 lines to the page.

Cat. no.		Half no'd
1053	5000 lines, half Turkey morocco	$21.00
1054	10000 lines, half Turkey morocco	31.80

The A. L. A. and Condensed Accession Books are made of the best linen ledger paper, with pressboard or half Turkey morocco bindings as listed. Lines are numbered in units and tens. After 99, full numbers must be completed by hand.

Backs of books may be lettered with the name of the library and the volume number. The charge for lettering is $.75 additional for the first line and $.15 for each additional line of lettering. If lettering should match that on existing volumes, a **rubbing** of same should be sent with the order.

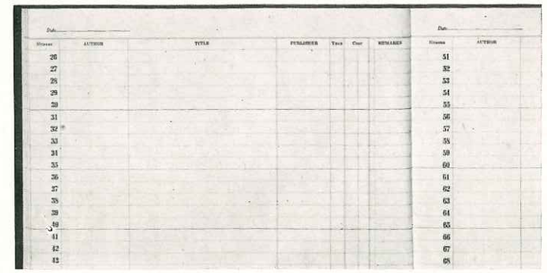
CONDENSED ACCESSION BOOKS



Page size 8 x 10 inches, 25 lines to the page.

Cat. no.		Half no'd
1059	1000 lines, pressboard cover	$3.15
1057	2000 lines, half Turkey morocco binding	9.40
1058	5000 lines, half Turkey morocco binding	11.35

SIMPLIFIED ACCESSION BOOKS



Page size 10 x 11¾ inches, 25 lines to the page.

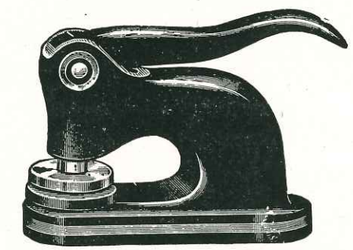
Suitable for schools and small public libraries. Lines numbered with units and tens. Pressboard covers.

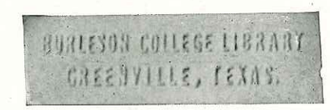
Cat. no.		
1061	1000 lines	$1.55
1062	2000 lines	2.65

EMBOSSING STAMP

Furnished with either straight or circular two-inch die. Unless otherwise ordered, stamp is furnished with the die set to read in the line of the lever, so that, standing before a machine with the right hand on the lever and the book in the left hand, the impression will read straight on the page.

Cat. no. 1320.1 Complete with die..... Prices upon request





Cat. no. 1320.1

NUMBERING MACHINES

For recording accession numbers in books or marking borrowers' numbers on cards.

The standard machine (no. 1904.2) is regularly furnished with three movements—consecutive, duplicate and repeat.

The above machine has six wheels, numbering 999,999, with style E type.

Cat. no. 1904.1..... $20.00 plus Federal Excise Tax $1.40

Ready Ink Pads are impregnated with ink. Colors are red, green, purple, blue and black. Unless otherwise ordered, blue will be shipped.

Cat. no. 1906.1...3 pads per box ..... $.75 per box

123456

Sample Impression
Cat. no. 1904.2

CATALOG AND SHELF LIST CARDS

Library Bureau catalog cards are the result of over sixty years of study to develop a stock that combines correct materials with proper length of fibre to assure long life, strength, snap, and good writing and erasive surface. Cards are made of the highest quality, clean, new white rag clippings, and are cut with special machinery that insures clean-cut edges and absolute accuracy in size. As the cost of the cards is small compared with the labor of writing them, the best quality should be used for any record that is permanent and subject to constant use.

L. B. cards are famous for uniformity in quality, thickness, and size.

THE NEW PERMALIFE CARD

IN "Sight-Saver" TINT

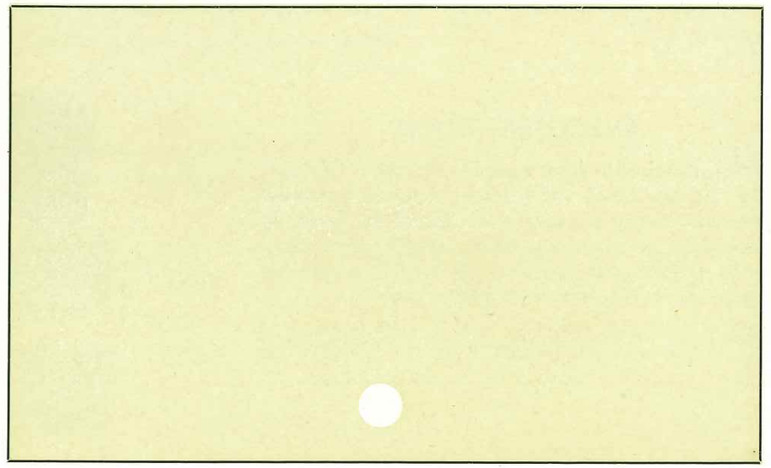
Permalife catalog cards in **"Sight-Saver"** tint are available as follows:

Plain cards Cat. no. **33080** cm

With No. 5 Ruling, Cat. no. **33085** cm

The same moisture-resistant card is also available in white without ruling. Cat. no. 33920cm. Prices are the same as for the plain card no. 33080cm.

All these cards are Medium weight



With the introduction of the new **Permalife** card, Library Bureau again pioneers a major development in cataloging supplies. Made of specially treated 100% rag stock, **Permalife** offers three important improvements in catalog card manufacture:

1. It reduces moisture, soil, and smudge from sweaty fingers.
2. It excels in erasive qualities.
3. The new "Sight-Saver" green tint reduces reflection from light in a remarkable degree, thus decreasing glare and eyestrain.

Permalife cards are medium weight—9 to 10 points in thickness. Top and down lines are ruled in red. Ruling no. 5 is the same as shown for the Library Standard cards described on next page. Cards are 7.5 x 12.5 centimeter size and are supplied with round punch.

PRICES PER M

Cat. no.	500	1M	5M	10M	25M
33080cm..	$3.00	$4.85	$4.60	$4.50	$4.40
33085cm..	3.25	5.15	4.95	4.80	4.70

Prices on larger quantities on request

DID YOU KNOW THAT;

If old or soiled rags or even new colored rags were used in making L. B. catalog cards, the bleaching necessary to clean the rags properly would weaken the fibres and sacrifice strength. The difference is not apparent in new cards, but appears some little time after they are written—too late to save the cost of rewriting.

Every detail of manufacture has been carefully studied to produce cards that have strength and stiffness, snap, clean-cut edges, good erasive quality, proper writing surface, and known durability.

It is economy to use L. B. clean new rag cards, which assure long life.

LIBRARY STANDARD AND L. B. 75 CARDS

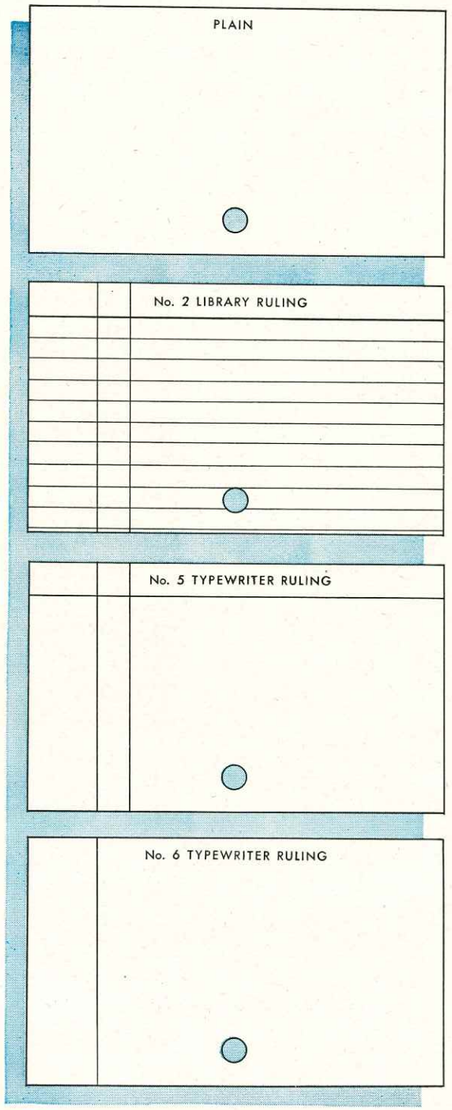
The well-known **Library Standard** and **L. B. 75** cards shown on this page are also of the highest grade that can be made for card index purposes. The **Library Standard** cards are made from 100% new rag stock. **L. B. 75 cards** are made from 75% rag stock.

These cards can be furnished plain or with the rulings shown at the right. Three weights are:

Light weight	—	thickness 7 to 8 points—top and down lines ruled in red.
Medium weight	—	thickness 9 to 10 points—top and down lines ruled in red.
Heavy weight	—	thickness 11 to 12 points—top and down lines ruled in blue.

All cards are standard 7.5 x 12.5 centimeter size. All cards are punched as illustrated.

For temporary use, white or colored cards of lower rag content can be furnished at materially lower prices. Prices on request.



PRICES PER M

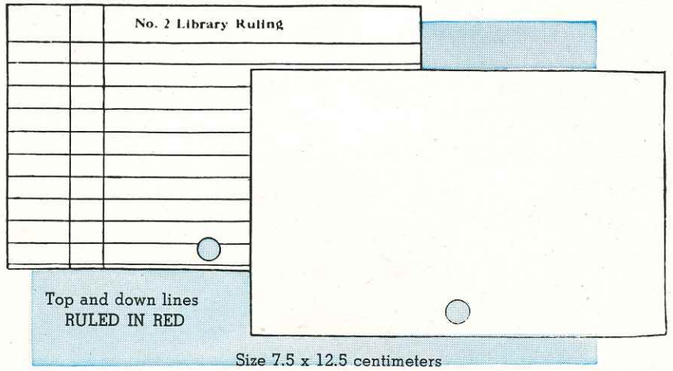
Cat. no.	Ruling	500	1M	5M	10M	25M
Light Weight Cards—Library Standard Stock—100% Rag						
33010cm	Plain ..	$2.20	$3.70	$3.50	$3.40	$3.30
33012cm, 33015cm, 33016cm	No. 2, No. 5, No. 6 ..	2.40	4.00	3.80	3.70	3.60
Light Weight Cards—L. B. 75 Stock—75% Rag						
33110cm	Plain ..	$1.65	$2.80	$2.65	$2.60	$2.55
33112cm, 33115cm	No. 2, No. 5 ..	1.90	3.15	3.00	2.95	2.75
Medium Weight Cards—Library Standard Stock—100% Rag						
33020cm	Plain ..	$2.80	$4.70	$4.45	$4.35	$4.25
33022cm, 33025cm, 33026cm	No. 2, No. 5, No. 6 ..	3.05	5.00	4.80	4.65	4.55
Medium Weight Cards—L. B. 75 Stock—75% Rag						
33120cm	Plain ..	$2.20	$3.65	$3.50	$3.35	$3.20
33122cm, 33125cm, 33126cm	No. 2, No. 5, No. 6 ..	2.40	4.00	3.80	3.70	3.50

Staining Top Edges Red

5M.....$3.75 10M.....$7.50

CATALOG AND INDEX SLIPS

These slips are furnished in two weights of white linen ledger paper, either plain or with no. 2 ruling. Not heavy enough for regular catalog purposes, but useful for temporary indexes. Nos. 1192, 1194 and 1199 may be furnished punched or unpunched, no. 1198 punched only. Punched slips will be supplied unless otherwise ordered.

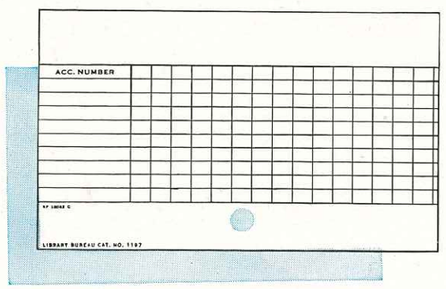


PRICE PER M

Cat. no.		1M	3M	5M
	Light weight			
1192	No. 2 Ruling.....	$2.40	$2.35	$2.30
1194	Plain.....	2.00	1.95	1.90
	Heavy weight			
1198	No. 2 Ruling.....	3.00	2.95	2.90
1199	Plain.....	2.60	2.45	2.35

MULTIPLE COPY SHELF LIST CARDS

Size 5 x 12.5 centimeters



Cat. no. 1197

These cards are printed on the front and the back, "tumble-head" so that the entries on the back can be read and checked without removing the card from the tray. The printing is in light blue. The cards are white, light weight L. B. 75 stock (75% rag), and are punched.

Check marks show the copies on hand. Code letters—M for missing, L & P for Lost and Paid, and D for Destroyed—are used for copies missing.

PRICE PER M

Cat. no.	500	1M	5M	10M
1197	$2.90	$4.20	$4.00	$3.80

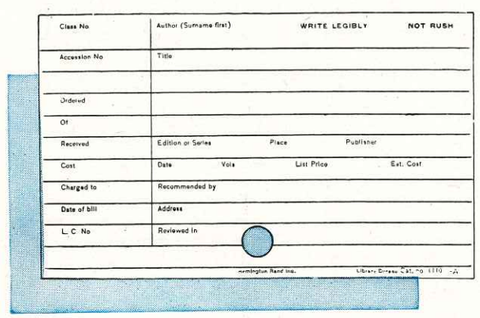
BOOK ORDER CARDS

Order cards may be used as combination order, accession, and shelf list cards, thereby omitting the accession book. Upon receipt of books, accession and class numbers are added, and cards are ready for the shelf list file. L. B. order cards are of 75% rag stock to assure long life in the shelf list file. Cards are punched.

PRICE PER M

Cat. no.	500	1M	5M	10M	25M
1110.1	$1.65	$3.15	$3.00	$2.95	$2.80

Prices on larger quantities on request.



Cat. no. 1110.1

BOOK ORDER SLIPS

If book order cards are not used as the shelf list record, padded linen slips, of the same form as no. 1110.1, are supplied to allow for carbon copies. Slips are unpunched. 100 slips to a pad.

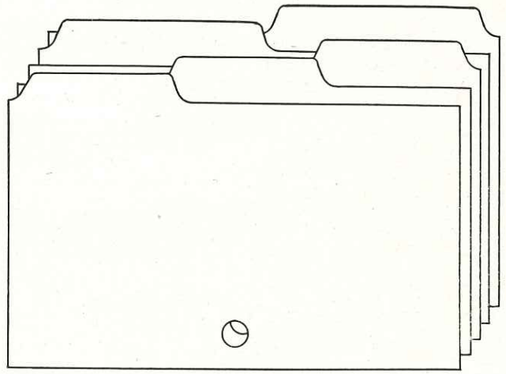
Cat. no.	5 pads $1.45	10 pads $2.50	50 pads $12.00
1110.2	100 pads $23.50	250 pads $57.50	

CARD GUIDES

For standard 7.5 x 12.5 centimeter size cards.

The first essential in any card catalog is the ease with which a card may be found. Therefore, the catalog must be generously and properly guided. An average of one guide to every 40 cards is recommended. Guides must be used that will stand the wear and tear of constant use. Library Bureau guides are made especially for this purpose. The stock is unsurpassed for durability, cleanliness, and ease in handling. All guides are supplied with round punch.

BLANK BUFF GUIDES

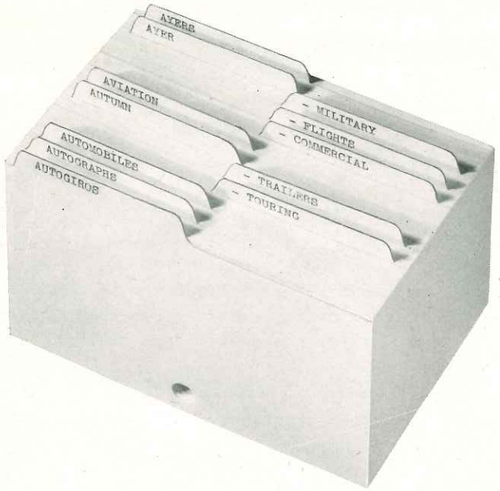


Cat. no. 4310cm

Blank guides are available with half or third cut tabs as ordered. Cat. no. 4310cm guides are of buff heavy weight stock.

100	500	per M
$1.20	$5.30	$9.55

BLANK FIBRE GUIDES



Cat. no. 4390cm

These guides are made of a special clear white fibre and are flexible, yet have plenty of snap. They take typewriting easily and will not split or become dog-eared.

The cut above shows how the headings can be arranged the same as they are in the standard printed guide sets shown on page 10, with the main headings at the left and the subdivisions at the right. This arrangement affords the same expansive feature that has made the printed guides so popular.

Cat. no. 4390cm guides are of white, light weight fibre stock, ideal for use with typewriter. Tabs half or third cut as ordered.

100	500	per M
$2.20	$9.90	$18.00

ALPHABETIC GUIDES

Cat. no. 4331-25cm

The alphabetic guides shown above are of L. B. standard buff stock with celluloided tabs. The 25-division set can be obtained with plain tabs.

Cat. no.		Plain	Celluloided
4331-25cm	25 A-Z division	$.45	$1.10
4331-60cm	60 A-Z division		2.90
4331-100cm	100 A-Z division		5.10

PRINTED GUIDES WITH ANGLE TABS

Expansion Sets for the Dictionary Card Catalog.

Two new ideas have been developed in these standard guide sets:

(a) Captions are so arranged that any of the smaller sets can be **expanded** as the catalog grows.

(b) Tabs are **angled** so that the captions "look up at you" even when the guides are tilted forward.

By using the modern method of "straight line" tab arrangement, all the main headings—subjects, names, and titles—are in a straight line at the left, the natural position for first reading reference. At the right appear all the subdivisions of these main headings—also in a single row from front to back of the tray. The larger initial sets contain all the captions of the smaller sets.

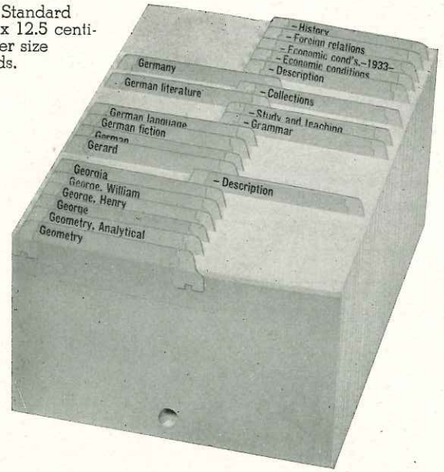
The new tab arrangement allows for the expansion of any initial set listed below without disturbing the initial installation. For instance, the 500-division initial set can be increased to a 1000-division set by adding the proper expansion set of 500 guides. This can again be increased to 2000 divisions by adding the proper expansion set of 1000 guides, and so on. **Note however the expansion sets listed below can only be used to expand the initial sets also listed. These expansion sets will not interfile with old style printed guides without duplicating some of the captions.**

Library of Congress subject headings have been followed as far as practical. Additional supplemental guides ("Description," "Foreign relations," "History," "Politics and government," and "Social life") are furnished with each set as listed below. These can be used after any main guide as desired.

Guides are made of the famous L. B. standard buff guide stock. Headings are printed in 12 point Gothic type except where long headings require smaller type to render the entire heading visible on the tab. Tabs are **angled** to provide complete visibility, and are reinforced with inset celluloid, which adds a tremendous amount of strength and durability to the tab itself. This is an exclusive L. B. feature.

To determine the approximate number of guides required in the catalog, allow five cards to a title and one guide for every 40 cards.

For Standard 7.5 x 12.5 centimeter size cards.



Section from the 5000-Division Set

SPECIALLY PRINTED GUIDES

Celluloided guides with special headings on either straight or angled tabs will be priced on request.

FOR PUBLIC AND COLLEGE LIBRARIES

INITIAL SETS

Each initial set is complete in itself. Expansion sets include the guides needed to increase an initial set to a larger division.

Cat. no.	Division	Supplemental Guides	Total no. of Guides	Price
4311L- 500	500	5	505	$33.30
4311L-1000	1000	20	1020	67.20
4311L-2000	2000	35	2035	134.10
*4311L-3000	3000	80	3080	202.80
*4311L-5000	5000	125	5125	337.20
4311L	Additional supplemental guides, each....			.10

EXPANSION SETS

Cat. no.	Guide Expansion	Supplemental Guides	Total no. of Guides	Price
4312L-1000	500 to 1000 div.	15	515	$33.98
4312L-2000	1000 to 2000 div.	15	1015	66.90
*4312L-3000	2000 to 3000 div.	45	1045	68.70
*4312L-5000	3000 to 5000 div.	45	2045	134.40

*Made to order only.

SCHOOL LIBRARY GUIDES

INITIAL SETS

Each initial set is complete in itself. Expansion sets include the guides needed to increase an initial set to a larger division.

Cat. no.	Division	Total no. of Guides	Price
4311S- 250	250	250	$16.50
4311S- 500	500	500	33.00
*4311S-1000	1000	1000	66.00

EXPANSION SETS

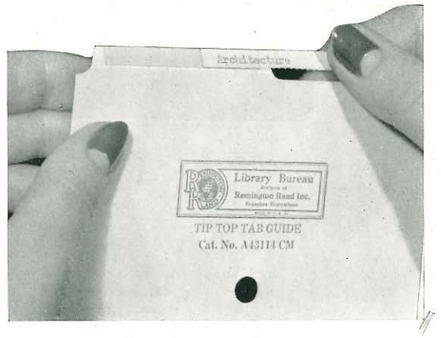
Cat. no.	Guide Expansion	Total no. of Guides	Price
4312S- 500	250 to 500	250	$16.50
*4312S-1000	500 to 1000	500	33.00

*Made to order only.

TIP TOP TAB CATALOG GUIDES

Tip Top Tab catalog guides are designed with removable labels to allow for typewritten captions as desired. Captions may be typed and quickly inserted beneath the celluloid sheaths. The guides have half-cut tabs, rights and lefts, and these tabs are angled the same as the standard printed guides on page 10. Tip Top Tab guides may be interfiled with these standard printed catalog guides when desired. Guides are buff stock for standard 7.5x12.5 centimeter cards. Guides are punched. For ease in typing, strips of scored label inserts (buff) are supplied with the guides.

Cat. no. **A43114cm**	Under 500	$ 7.80 per hundred
	500 and over	7.50 per hundred

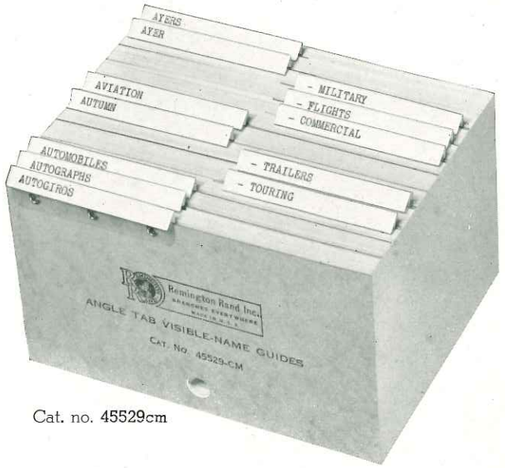


Cat. no. A43114cm

ANGLE TAB VISIBLE NAME GUIDES

Angle tab guides are made of grey pressboard, with tabs of transparent transloid, half cut, left and right positions. For standard 7.5 x 12.5 centimeter size cards. The 45-degree angle tabs facilitate consultation, as titles can be read with ease even if the guides are slanting forward. The removable label permits of easy change of titles to keep the catalog up-to-date, and guides can be used indefinitely. For ease in typing the headings, strips of scored label inserts are supplied with the guides.

Cat. no. **45529cm**	100 to 400	$7.25 per 100
	500 to 900	6.95 per 100
	1000 and up	6.75 per 100
	Less than 100	.08 each

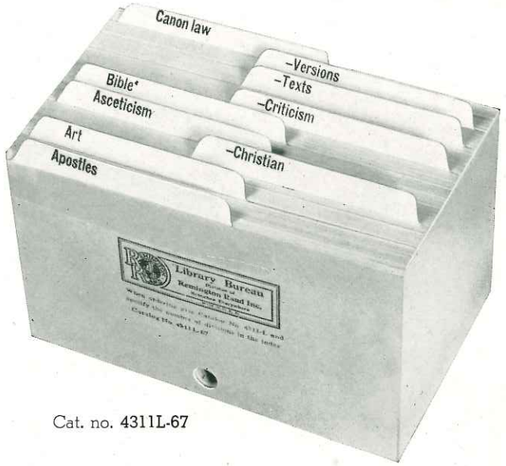


Cat. no. 45529cm

PRINTED GUIDES FOR CATHOLIC LIBRARIES

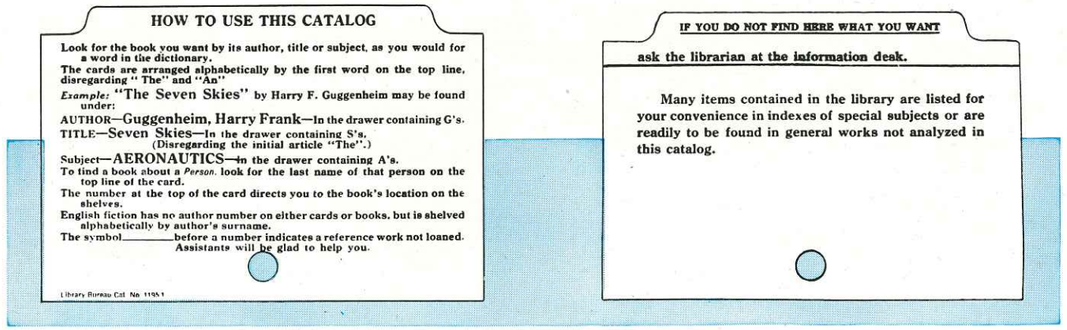
A supplementary set of 67 guides with printed headings for the Catholic library catalog may be interfiled with the standard printed sets shown on page 10. A portion of this set is shown at the right. Guides are made of the regular L.B. standard catalog stock with the printed tabs angled and reinforced with inset celluloid to match the standard printed guides on page 10. For standard 7.5 x 12.5 centimeter size cards.

Cat. no. **4311L-67** ..... Prices upon request



Cat. no. 4311L-67

"HOW TO USE THIS CATALOG" GUIDE



Cat. no. 1195.1

Printed on salmon guide stock with full cut celluloided tab.

Cat. no. 1195.1 10 $ .60 100 $4.80

"ASK THE LIBRARIAN" GUIDE

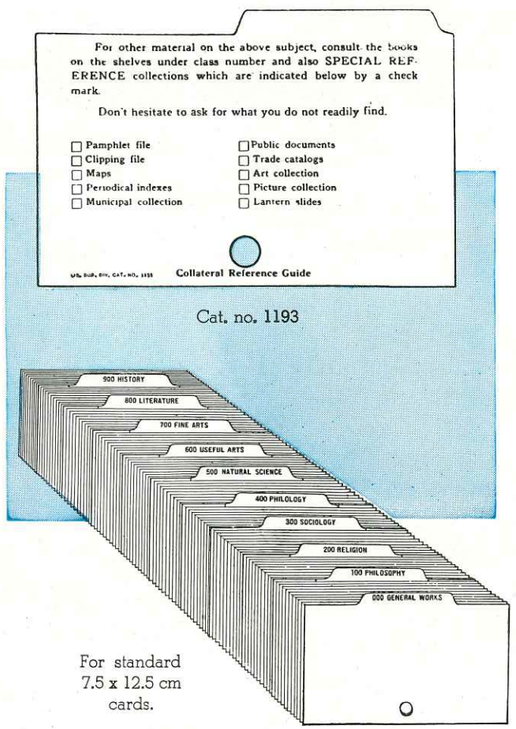
Cat. no. 43109

Printed on blue guide stock with full cut celluloided tab.

Cat. no. 43109 10 $.45 100 $4.00

All guides are for 7.5 x 12.5 cm. size cards

COLLATERAL REFERENCE GUIDE



Cat. no. 1193

For standard 7.5 x 12.5 cm cards.

Printed on buff guide stock, plain tabs, half cut, assorted left and right positions.

Cat. no. 1193 20 $.35 100 $1.80 1000 $16.20

SHELF LIST GUIDES

Set of 10 guides on buff guide stock, printed with the ten main class numbers and headings of the Dewey decimal clssification, all tabs center position.

Cat. no. 431-10SL, celluloided ..... $.60

Set of 10 guides same as no. 431-10SL but of grey pressboard, with tabs not celluloided.

Cat. no. 435-10SL ..... $.45

Set of 100 guides on buff guide stock, all half cut tabs, left and right positions, printed with additional classification numbers and headings to supplement set no. 431-10SL listed above.

Cat. no. 431-100SL, celluloided $5.25

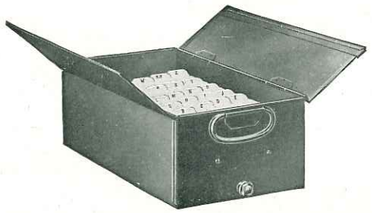
Set of 100 guides, same as no. 431-100SL but of grey pressboard, with tabs not celluloided.

Cat. no. 435-100SL $2.90

All shelf list guides are furnished punched.

CARD TRAYS

For either 3 x 5 inch size or 7.5 x 12.5 centimeter size cards



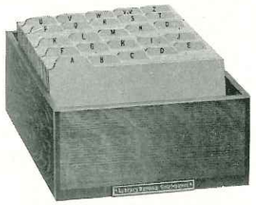
Cat. no. 1230

METAL CARD TRAY

A metal tray, 10 5/16 in. long inside, capacity 750 medium weight cards, flap covers, rod, and follower.

Gray-Rite finish

Cat. no. 1230 ..... $2.00



Cat. no. 1232

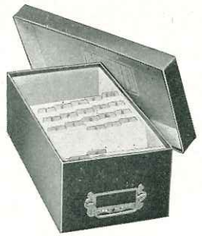
WOOD CARD TRAYS

Tray without cover, 10 1/8 in. long inside, with steel follower, no rod, capacity 725 medium weight cards. **Oak, light finish.**

Cat. no. 1232 ..... Prices when available
Add for rod ..... Prices when available

Wood tray, same as No. 1232, but with hinged cover, is also available.

Cat. no. 1238 ..... Prices when available



Cat. no. 1752

PASTEBOARD CARD TRAY

A light weight tray, made of heavy binders' board, covered with black cloth. Tray is 10 1/2 in. long inside, and has shut-over cover and steel follower, no rod. Capacity 750 medium weight cards.

Black Cloth Covered

Cat. no. 1752 ..... Prices when available

STEEL ERASERS

Cat. no.1844.1

Steel blade, 2 1/8 in. long, with black hard rubber handle 3 7/8 in. long.

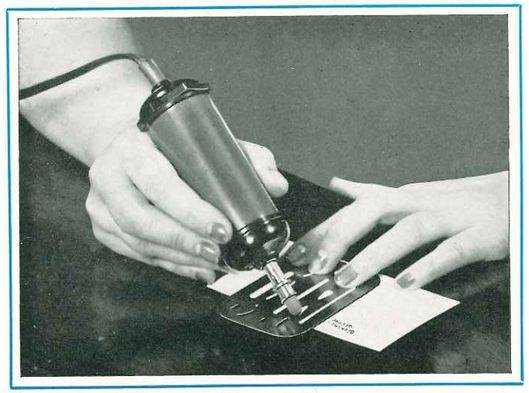
Cat. no. 1844.1 ..... $.60

Cat. no. 1845

American eraser with steel blade, 1 1/4 in. long, cocoa wood handle 4 1/2 in. long.

Cat. no. 1845 ..... $.60

ELECTRIC ERASING MACHINE



Cat. no. 1939

A light, compact electric erasing machine, perfectly balanced and easy to operate. A touch of the forefinger on the current button puts the machine in action until the removal of pressure stops it. A whole line of typewriting or a single period can be removed without disturbing surrounding type. With normal pressure the surface of the paper or card is left clean and ready for new work. A light touch is essential. The erasing shield should be used to obtain the most satisfactory results. The cord is plugged into any light socket, 110 volt, either A.C. or D.C. An eraser and a six-foot rubber cord are furnished with each machine.

Cat. no. 1939.1 ..... Prices when available
Extra erasers, Cat. no. 1939.50 ..... Prices when available

L. B. ELECTRIC PENCIL

An electric pencil with cork protector, for lettering backs of books. The 5-foot rubber covered cord, with switch, can be plugged into any electric light socket or outlet of the standard 110-125 volt A. C. or D. C. current. Improved non-breakable point will not overheat.

Cat. no. **1808.1** $3.50

TRANSFER PAPERS

Transfer paper for use with the electric pencil is available in genuine gold leaf and in colors listed below. Each 100 feet should mark 1200 two-line call numbers.

Cat. no. **1809** Black, white, orange—rolls ⅞ in. x 100 ft., in lots of:

1	3	6
$1.40	$4.10	$8.00

Color must be specified on the order.

Cat. no. **1810** Genuine gold leaf. Rolls ⅞ in. x 50 feet.

1	3	6
$4.50	$13.25	$26.00

REPAIR INSTRUCTIONS

This Electric Pencil has been carefully inspected and tested before leaving the factory. With reasonable care, it should give excellent service for a long time.

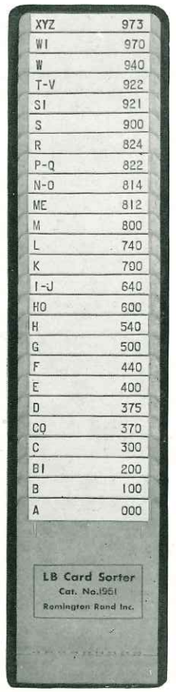
It should not be handled roughly or struck against a hard surface or allowed to fall, especially when the point is hot. The heat should be regulated with the switch to prevent overheating when used for long periods of continuous writing. Be sure to turn the switch off when through using.

When the Electric Pencil ceases to function, it may be returned for repair to: ELECTRIC PENCIL REPAIR DEPT. 170-16 84th Drive Jamaica 3, New York with the following charges:

New Switch 25c
New Electric Cord and Plug 25c
New Heating Element 50c
New Handle and Insulator 50c

Please include the remittance in coin, stamps or check, when forwarding the Electric Pencil for repair. A bill cannot be rendered for the small amount involved.

L. B. CARD SORTER



The new L.B. Card Sorter not only speeds the sorting of catalog and book cards for filing, but also protects them during the process. If at any time the attendant must temporarily leave this work for other duties, the cards already sorted are in no danger of being disturbed. For sorting 200 or more cards, this Card Sorter is a real time-saver.

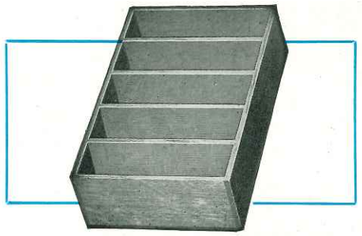
Labels on the dividers are easily removed for changes. Sorters include labels printed with both A-Z headings (of proper subdivisions) and Dewey Decimal classification numbers for sorting non-fiction book cards. Special headings will be furnished if desired. Alphabetic sorting and the sorting by class numbers must be done separately in order not to be confusing.

The dividers are made of tough, durable kraft with visible edges covered with non-glare transloid. Base is of composition, 4 in. wide by 17 in. long.

Cat. no. **1961** ..... Price $4.00

SORTING TRAY

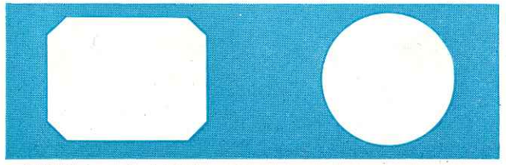
Light Finish Only



These oak trays are convenient for temporary notes or for sorting cards before filing during the process of writing catalog cards, etc. Trays are 2⅜ in. high x 5½ in. wide x 8⅝ in. deep, light finish only.

Cat. no. **1206** Each..... $2.50 3..... $2.40 each

GUMMED LABELS



All labels packed 1000 in a box.

Cat. no.		1000 1 box	5000 5 boxes	10,000 10 boxes
1454	Oblong paper	$ .55	$2.50	$4.50
1456	Round paper			
1460	Oblong cloth	1.50	7.25	14.00
1461	Round cloth			

INKS AND PENS

HIGGINS' BLACK ENGROSSING INK

This ink is air and moisture proof. Cat. no. **1916**—1½ oz. bottles.

DAVIDS' WHITE LETTERINE

White Letterine should be well stirred before it is used, and pens should be cleaned in water each time before inking. Ink can also be thinned with water. When dry, cover with Libralac.

Cat. no. **1339**..... 2 oz. bottle
Cat. no. **1339.1**..... 1 oz. bottle

DAVIDS' GOLD INK

Gold ink should be well stirred before using and bottle kept tightly closed when not in use. To thin, add distilled water.

Cat. no. **1915**..... 1 oz. bottle

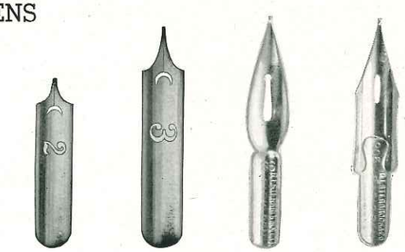
PRICES

	#1915	#1916	#1339	#1339.1
1 bottle	$.40	$.35	$.40	$.30
3 bottles	1.05	.95	1.10	.75
6 bottles	2.00	1.80	1.95	1.35
12 bottles	3.65	3.50	3.60	2.45

STUB PENS

No. 1811 short shank pen is for general purposes, no. 1812 long shank is for cataloging.

The same pens, in dozen lots, (Cat. nos. **1811.12 and 1812.12**) sell for—1 doz. $ .25 3 doz. $ .22 doz. 6 doz. $ .20 doz.



Cat. no. 1811 Cat. no. 1812 Cat. no. 1913 Cat. no. 1914

BOWL POINT PENS

No. 1913 is for medium light lines, no. 1914 for heavy lines.

The same pens in dozen lots (Cat. nos. **1913.12 and 1914.12**) sell for—1 doz. $ .25 3 doz. $ .22 doz. 6 doz. $ .20 doz.

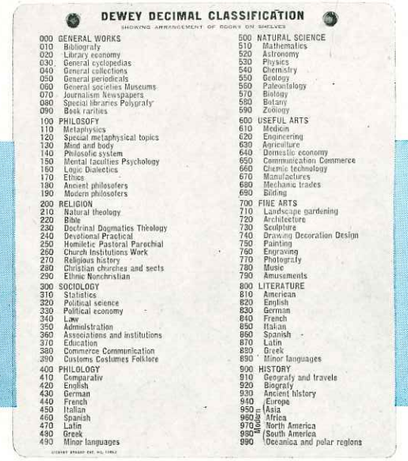
The lettering inks and pens on this page are for those who wish to use ink for lettering call numbers on the books. However, the electric pencil and transfer paper described on page 14 are preferred by many, as they give quicker and better results.

PAPER PADS

Pads are 7.5 x 12.5 cm., of light weight paper, 100 slips to a pad.

Cat. no.	10 pads	20 pads	40 pads
1800.1	$ .80	$ 1.55	$ 3.15

CHARTS



DEWEY DECIMAL CLASSIFICATION

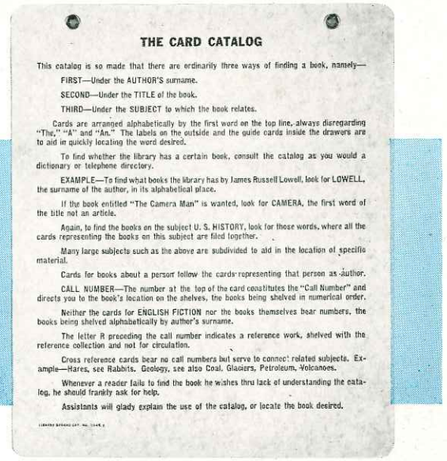
INDICATES ARRANGEMENT OF BOOKS ON SHELVES

000 GENERAL WORKS
010 Bibliography
020 Library economy
030 General cyclopedias
040 General collections
050 General periodicals
060 General societies Museums
070 Journalism Newspapers
080 Special libraries Polygraty
090 Book rarities
100 PHILOSOFY
110 Metaphysics
120 Special metaphysical topics
130 Mind and body
140 Philosofic system
150 Mental faculties Psychology
160 Logic Dialectics
170 Ethics
180 Ancient philosofers
190 Modern philosofers
200 RELIGION
210 Natural theology
220 Bible
230 Doctrinal Dogmatics Theology
240 Devotional Practical
250 Homiletic Pastoral Parochial
260 Church Institutions Work
270 Religious history
280 Christian churches and sects
290 Ethnic Nonchristian
300 SOCIOLOGY
310 Statistics
320 Political science
330 Political economy
340 Law
350 Administration
360 Associations and institutions
370 Education
380 Commerce Communication
390 Customs Costumes Folklore
400 PHILOLOGY
410 Comparativ
420 English
430 German
440 French
450 Italian
460 Spanish
470 Latin
480 Greek
490 Minor languages
500 NATURAL SCIENCE
510 Mathematics
520 Astronomy
530 Physics
540 Chemistry
550 Geology
560 Paleontology
570 Biology
580 Botany
590 Zoology
600 USEFUL ARTS
610 Medicin
620 Engineering
630 Agriculture
640 Domestic economy
650 Communication Commerce
660 Chemic technology
670 Manufactures
680 Mechanic trades
690 Building
700 FINE ARTS
710 Landscape gardening
720 Architecture
730 Sculpture
740 Drawing Decoration Design
750 Painting
760 Engraving
770 Photography
780 Music
790 Amusements
800 LITERATURE
810 American
820 English
830 German
840 French
850 Italian
860 Spanish
870 Latin
880 Greek
890 Minor languages
900 HISTORY
910 Geography and travels
920 Biography
930 Ancient history
940 Europe
950 Asia
960 Africa
970 North America
980 South America
990 Oceanica and polar regions

CLASSIFICATION CHART

A guide to the arrangement of the books on the shelves. Grey pressboard (without celluloid cover), printed in black.

Cat. no. **1046.2** 1 $ .50 3 $ .45 ea. 6 $ .40 ea. 12 $ .35 ea.



THE CARD CATALOG

This catalog is so made that there are ordinarily three ways of finding a book, namely—

FIRST—Under the AUTHOR'S surname.

SECOND—Under the TITLE of the book.

THIRD—Under the SUBJECT to which the book relates.

Cards are arranged alphabetically by the first word on the top line, always disregarding "The," "A" and "An." The labels on the outside and the guide cards inside the drawers are to aid in quickly locating the word desired.

To find whether the library has a certain book, consult the catalog as you would a dictionary or telephone directory.

EXAMPLE—To find what books the library has by James Russell Lowell, look for LOWELL, the surname of the author, in its alphabetical place.

If the book entitled "The Camera Man" is wanted, look for CAMERA, the first word of the title not an article.

Again, to find the books on the subject U. S. HISTORY, look for those words, where all the cards representing the books on this subject are filed together.

Many large subjects such as the above are subdivided to aid in the location of specific material.

Cards for books about a person follow the cards representing that person as author.

CALL NUMBER—The number at the top of the card constitutes the "Call Number" and directs you to the book's location on the shelves, the books being shelved in numerical order.

Neither the cards for ENGLISH FICTION nor the books themselves bear numbers, the books being shelved alphabetically by author's surname.

The letter R preceding the call number indicates a reference work, shelved with the reference collection and not for circulation.

Cross reference cards bear no call numbers but serve to connect related subjects. Example—Hares, see Rabbits. Geology, see also Coal. Glaciers. Petroleum. Volcanoes.

Whenever a reader fails to find the book he wishes thru lack of understanding the catalog, he should frankly ask for help.

Assistants will gladly explain the use of the catalog, or locate the book desired.

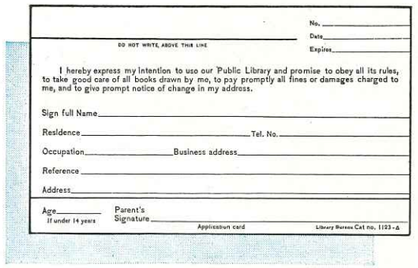
CARD CATALOG CHART

Intended to be placed near the catalog as a guide to patrons. Grey pressboard (without celluloid cover), printed in black.

Cat. no. **1048.2** 1 $ .50 3 $ .45 ea. 6 $ .40 ea. 12 $ .35 ea.

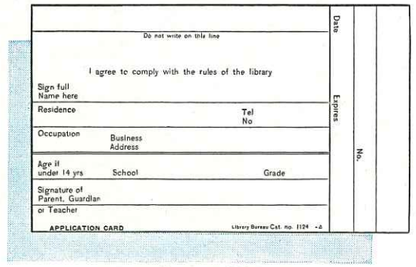
APPLICATION CARDS

Size of forms 7.5 x 12.5 cm.



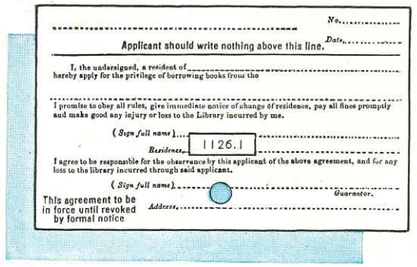
Cat. no. 1123

Application cards no. 1123 are for both adults and juveniles. Printed one side only, buff, unpunched. Prefix J or the + sign can be used before patron's number to indicate juvenile.



Cat. no. 1124

Application cards no. 1124 are printed one side only, and are buff, unpunched. If desired, the name of the library may be printed in the space below the top line.



Cat. no. 1126.1

Application and guarantor's cards no. 1126.1 are printed one side only, and are white and punched. If desired, name of library can be printed on the blank line.

Prices noted "printed" are for printing the name of the library on the cards as noted above. Prices noted "plain" are for cards as illustrated.

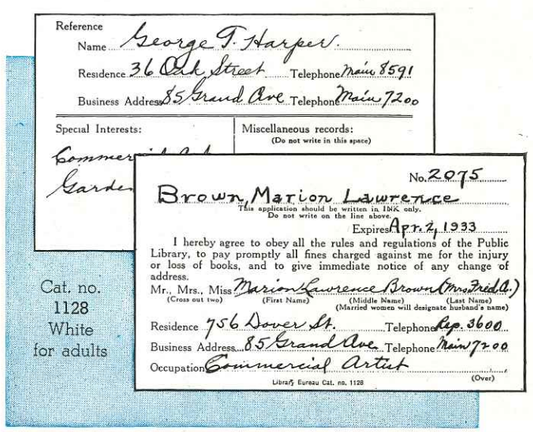
PRICES PER M

Cat. no.		500	1M	5M	10M
1123	Plain	$2.00	$3.30	$3.20	$3.05
1124	Plain	2.00	3.30	3.20	3.05
	Printed		6.60	6.40	6.10
1126.1	Plain	2.00	3.30	3.20	3.05
	Printed		6.60	6.40	6.10
1128	Plain	2.00	3.30	3.20	3.05
1129	Plain	2.00	3.30	3.20	3.05

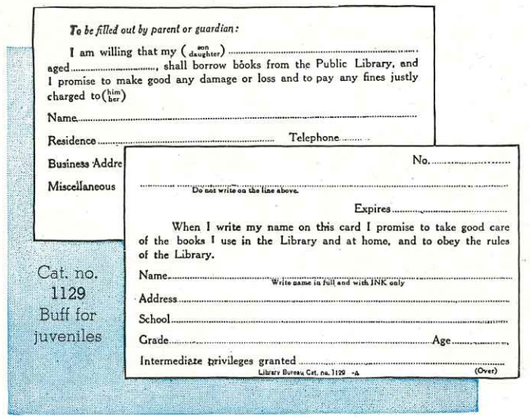
All application cards are light weight, 50% rag stock. Prices on larger quantities on request.

FLEXNER FORMS

Flexner forms are printed on both sides and are unpunched.



Cat. no. 1128 White for adults



Cat. no. 1129 Buff for juveniles

VARIADEX CARD GUIDES

The Variadex system of card filing is a simple method of alphabetic indexing which recognizes the need for adjusting card indexes to fit peculiar local conditions. Furthermore, its exceptional expansibility accomplishes results that conventional indexes can never approximate.

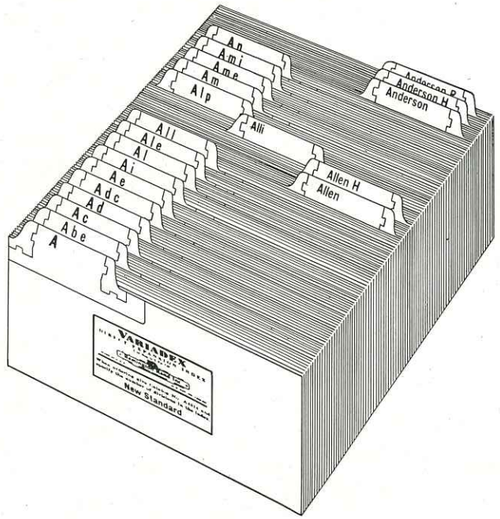
Three rows of guide tabs are provided. In the first row, **in straight-line formation,** are the short three-letter captions that offer the basic breakdown of the alphabet. In the second row are placed longer captions that supplement the first row of guides. In the right hand row are located all **proper** names for instant recognition. Blank guides with removable labels are provided for insertion in the second or third position to compensate for special conditions which demand emphasis.

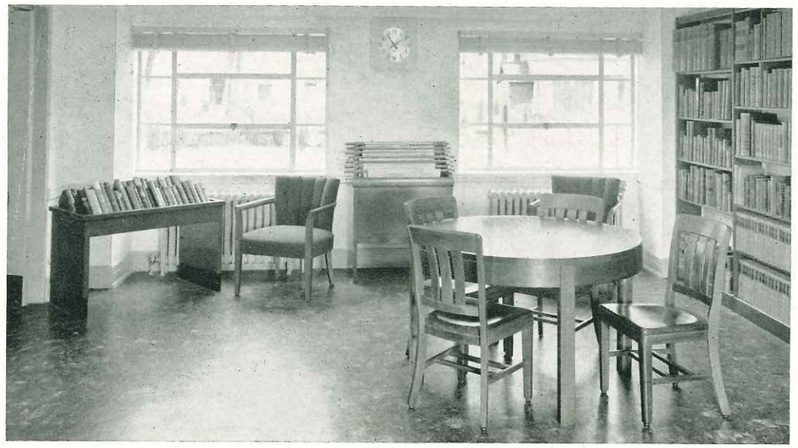
Unlike older systems of guiding, VARIADEX employs only **single** captions. Thus, if you desire expansion of the indexing of a certain section in your catalog, you have but to add a new guide between two older ones. **Duplex** captions, i.e. captions that read, for example, A-Ac, would mean the loss of the old guide if you intended to insert a new guide between the two letters A and Ac.

Guides to accomplish expansion are purchased in "sets." Thus it is never necessary to over-guide at the inception of an index, and further expansion means nothing more than simply ordering the next larger set than the one you have at the moment.

The introduction of color affords increased ease of finding, insures accuracy, and presents an unusually attractive file. Variadex alphabetic index may be profitably employed in any file of from 3000 to 365,000 cards. Either straight or angle tabs are available.

For further details of this highly efficient and economical system, write for our brochure on VARIADEX card filing. Remember, VARIADEX is expansible—an index that **expects** your file to grow!





Browsing corner.
The Skidmore College Library,
Saratoga Springs, N. Y.
Equipment made by Library Bureau

INDEX VISIBLE RECORD OF BORROWERS

Banks use a thorough but swiftly-working system to make it easy for clients to cash checks. Time is saved for everyone concerned.

Libraries equipped with the new Index Visible system circulate books in a way similar to a bank's check-cashing operation, and—similarly—save time for everyone concerned.

The IVI system speeds the work at the charging desk. The library patron is not required to carry a library card around with him because a book is given to him on his signature. For verification, you have his signature on an IVI card.

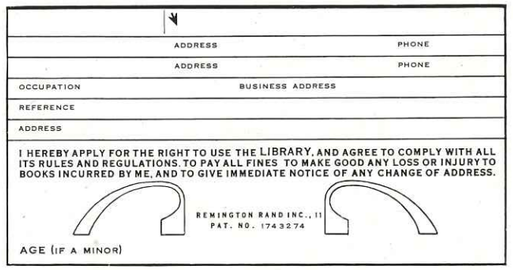
The cards used in this quick system are die-cut to ride on runways on panels or frames. Panels may be housed in trays or in specially built compartments in charging desks. Frames may be used on desk stands or rotaries.

The cards easily clip into their proper places. They are completely independent of each other, yet are uniformly exposed for quick reference. The signature on the exposed margin is visible without touching the cards. The cards may easily be signalled for overdue fines.

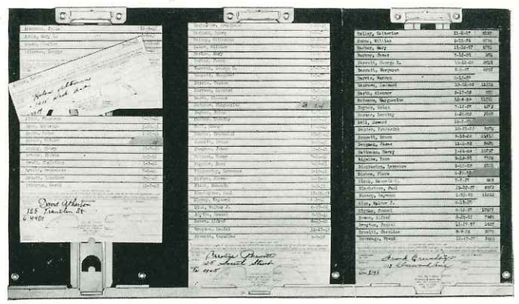
Why continue to use an outdated system when the IVI system can eliminate your headaches for all time?

Cards are 4 x 2⅛ in. Cat. No. 1-9000.1 White, buff, blue or cherry.

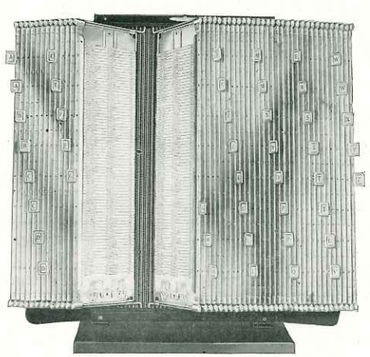
500	1M	5M	10M
$6.30	$10.50	$47.75	$86.50



Index Visible Registration Card—Cat. no. 1-9000.1



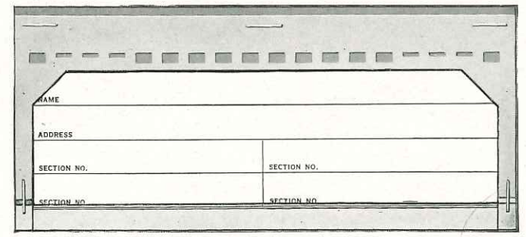
New IVI panel which holds three 4″ cards.



IVI desk stand with frames extended in a single row.

South Pasadena, Calif., Public Library.

VISIBLE SIGNATURE RECORD



Cat. no. 1-5065

A record devised for school or college libraries where students must sign for the loan of books and therefore the signature must be checked. The Kardex visible file affords instant reference to signatures on file. These light weight cards, 5 x 1¾ in., allow for re-registration once every two years.

Cards are of white stock.

	PRICES PER M			
	500	1M	5M	10M
Cat. no. 1-5065	$2.10	$4.00	$3.95	$3.75

Prices on cabinets on request.

BORROWERS' REGISTER — LOOSE LEAF

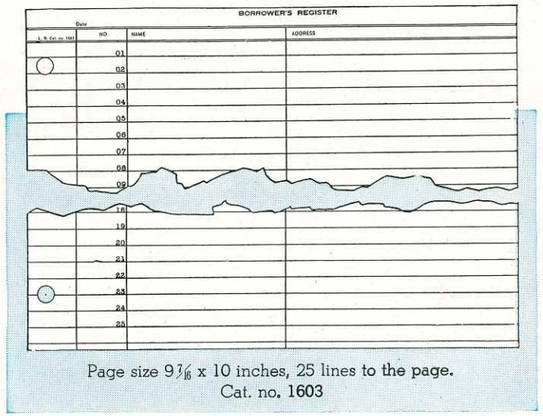
Loose leaf forms, no. 1603, fit binders 1049 and 16456.1, shown on page 3. Half the sheets are numbered 01-50, the other half 51-00. It is necessary to type only the first digits to indicate the 100's and 1000's. Forms are on white ledger stock.

Books listed below contain no. 1603 forms in 1049 binders complete.

Cat. no.		
1955.10	500 lines, with binder	$2.25
1955.20	1000 lines, with binder	2.75
1955.40	2000 lines, with binder	3.75
1955.100	5000 lines, with binder	5.30
1049	Binder only	1.75

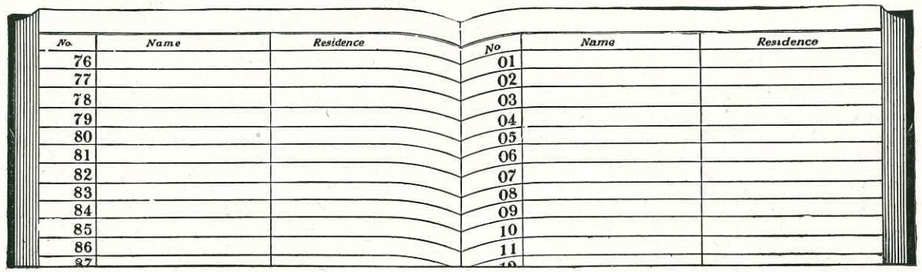
Additional sheets, number 1603 10 $.50 100 $3.55

Binder no. 16456.1, is priced on page 3.



Page size 9 7/16 x 10 inches, 25 lines to the page.
Cat. no. 1603

BORROWERS' REGISTER — BOOK FORM

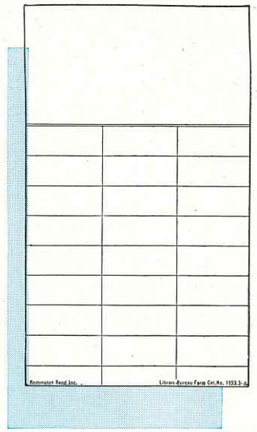


Page size 7⅞ x 9⅞ inches, 25 lines to the page.

Books are made of the best linen ledger paper with pressboard or half Russia covers as listed. Lines are numbered in units and tens.

Cat. no.		Half no'd
1087	1000 lines, pressboard cover	$1.55
1089	5000 lines, half Russia cover	5.60

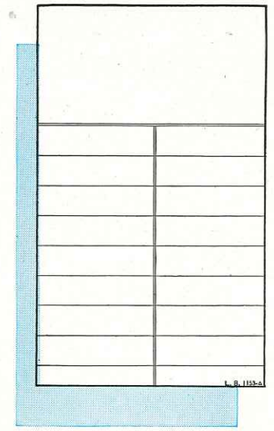
BOOK OR CHARGING CARDS



Cat. no. 1153.3

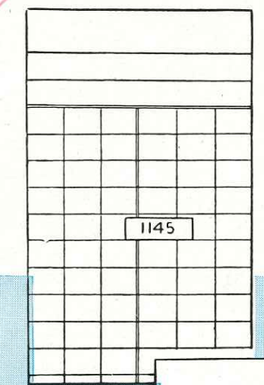
Where cards are ruled at the top for name of author and title, the spacing is correct for the use of the typewriter. Light weight cards are approximately 7½ one-thousandths of an inch thick, medium weight 9½ one-thousandths of an inch.

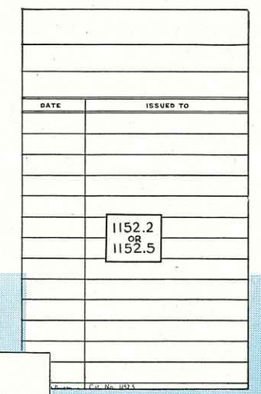
Cat. no.	DESCRIPTION
1133	White, or buff, medium weight. Date loaned.
1134	Same as no. 1133 except first column heading is "Date due."
1145	White, buff, blue or salmon, light weight.
1150	White, buff, blue, salmon, green, light weight.
1150.4	White, buff, blue, salmon—same as no. 1150 but medium weight.
1151.1	White, buff, blue, salmon, light weight.
1152.2	White, buff, blue, salmon, light weight.
1152.5	White, buff, blue, salmon,—same as no. 1152.2 but medium weight.
1153	White, buff, medium weight.
1153.3	White, buff, blue, salmon, medium weight.
1155	White, or buff, light weight.
1157	White, buff, green, salmon, light weight.
1159	White, buff, salmon, lightweight.

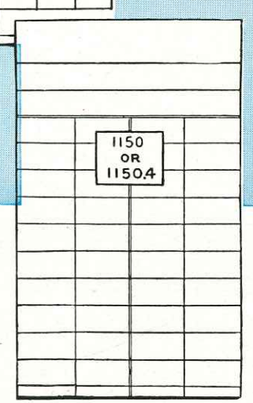


Cat. no. 1153

Cat. nos. 1133, 1134		PRICES PER M		
500	1M	5M	10M	25M
$2.05	$3.40	$3.30	$3.20	$3.15
Cat. nos. 1145, 1150, 1152.2, 1155, 1157, 1159				
500	1M	5M	10M	25M
$1.75	$2.80	$2.70	$2.65	$2.60
Cat. nos. 1150.4, 1152.5, 1153, 1153.3				
500	1M	5M	10M	25M
$2.05	$3.40	$3.30	$3.20	$3.15
Cat. no. 1151.1				
500	1M	5M	10M	25M
$1.45	$2.40	$2.25	$2.20	$2.05

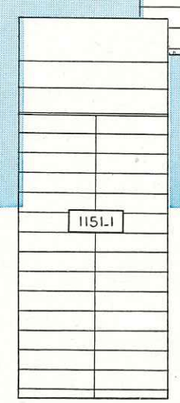






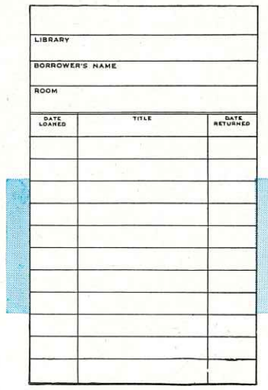
Approx.
5 x 3 inches

All book cards except cat. no. 1151.1 are approximately 5 in. high x 3 in. wide. See next page for cuts of cat. no. 1133, 1134, 1155, and 1157.

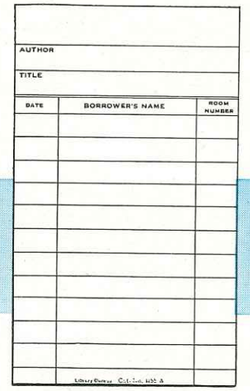


Approx.
5 x 2 inches

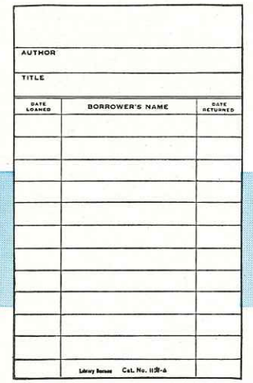
BOOK OR CHARGING CARDS



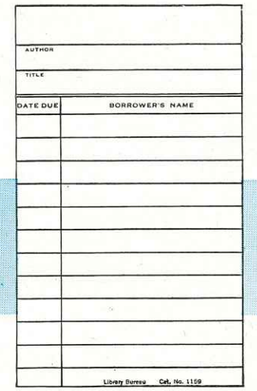
Cat. no. 1133 Date Loaned
Cat. no. 1134 Same as no. 1133, but date due



Cat. no. 1155



Cat. no. 1157



Cat. no. 1159

See preceding page for prices and description of the above cards.

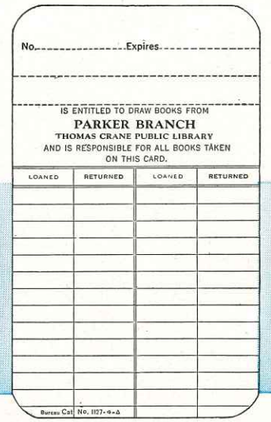
BORROWERS' CARDS

Size approximately 5 in. high by 3 in. wide.

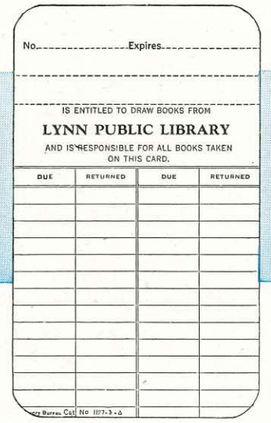
Borrowers' cards are made from a highly resistant buff stock, specially made to withstand hard use. Cards have all four corners rounded as illustrated. The cards are all buff, and the distinguishing colors are obtained by means of printed color bands across the tops, so that the body of all the cards is buff color to improve legibility of the entries.

Cards with color bands of dark blue, green, and brown are carried in stock, which, when used with the buff card without color band, provide four colors for the classification. Other colors may be obtained to order. Prices on request.

When so ordered, the name of the library is imprinted in black at prices listed below.



Cat. no. 1127.4
Columns printed Loaned; Returned



Cat. no. 1127.3
Columns printed Due; Returned

Cat. no. **1127.3 and 1127.4**

Plain:		PRICES PER M			
500	1M	3M	5M	10M	25M
$3.00	$5.00	$4.90	$4.80	$4.70	$4.60

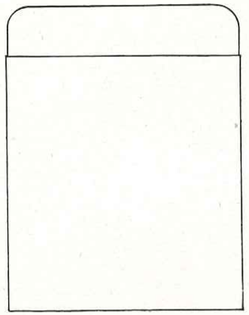
Printed with name of library:				
1M	3M	5M	10M	25M
$7.80	$6.90	$6.65	$6.55	$6.45

See page 5 for Numbering Machines for use in numbering borrowers' cards.

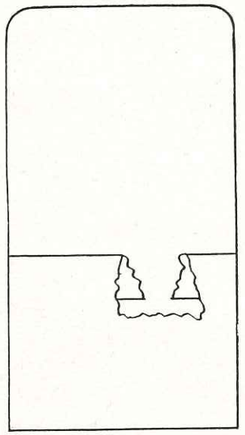
BOOK POCKETS

Book pockets are made from a tough "tear resisting" stock that will stand hard usage without being too heavy to use in a typewriter. Prices on printed pockets include either name and rules of the library or merely the name and address.

In ordering, please state whether printed or unprinted pockets are desired. If printed, send copy with the order and if printing should match that on pockets in use, send a sample.



Cat. no. 1169.6



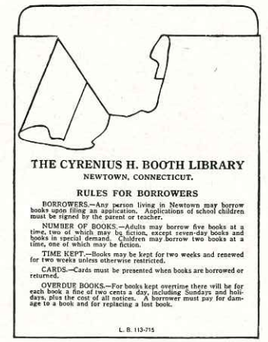
Cat. no. 1175.3

Cat. no. 1177 same but medium weight and without reinforced front flap.

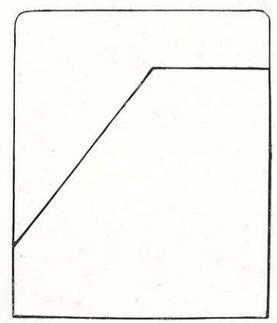
Cat. no.	DESCRIPTION	High	Wide	Height of Front
1169.6	Medium Weight	4¾″	3½″	3¾″
1166.3	Light Weight	4½″	3½″	3¾″
1175.3	Light Weight	6″	3¼″	2½″
1177	Medium Weight	6″	3¼″	2½″
1173L	Medium Weight	4½″	3⅞″	3¾″
1176	Medium Weight	4″	3¼″	3½″
1165	Medium Weight	5¼″	2⅞″	
1170.3	Medium Weight	4½″	4½″	

Cat. no. 1173L pockets are for use in the backs of the books. The diagonal front makes it especially easy to insert the cards without wearing or sawing the edges of the pockets.

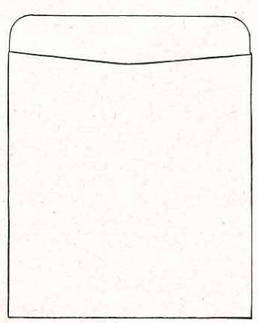
Cat. no. 1175.3 and 1177 pockets have back flaps 6 in. high, to leave one inch exposed above the cards for typewritten call numbers, etc.



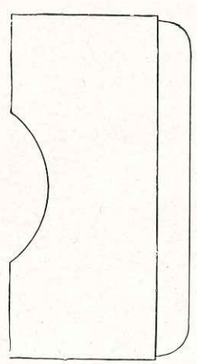
Cat. no. 1166.3



Cat. no. 1173L

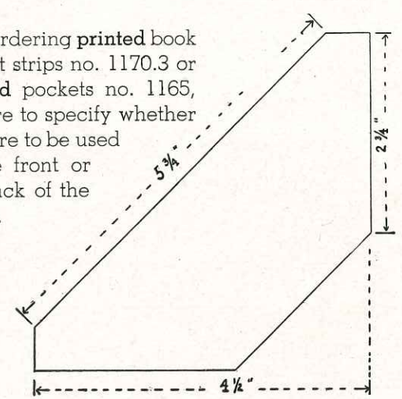


Cat. no. 1176



Cat. no. 1165

In ordering **printed** book pocket strips no. 1170.3 or **printed** pockets no. 1165, be sure to specify whether they are to be used in the front or the back of the books.



Cat. no. 1170.3

BOOK POCKET PRICES

PRICES PER M

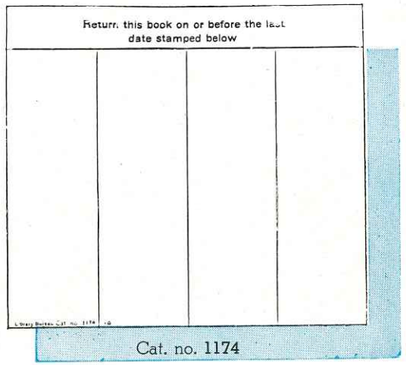
Cat. no.	500	1M	3M	5M	10M	25M	Cat. no.	500	1M	3M	5M	10M	25M
1165 Plain	$3.10	$5.65	$5.50	$5.35	$5.20	$5.05	1170.3 Plain	$ .90	$1.65	$1.60	$1.50	$1.35	$1.30
Printed		8.40	8.20	8.00	7.75	7.30	Printed		4.40	4.30	4.15	3.90	3.55
1166.3 Plain	2.95	5.35	5.05	4.90	4.80	4.65	1173L Plain	2.60	4.70	4.55	4.40	4.25	4.10
Printed		8.10	7.75	7.55	7.35	6.90	Printed		7.45	7.25	7.05	6.80	6.35
1169.6 Plain	2.75	5.15	5.00	4.85	4.60	4.50	1175.3 Plain	3.10	5.65	5.45	5.05	4.75	4.60
Printed		7.90	7.70	7.50	7.15	6.75	Printed		8.40	8.15	7.70	7.30	6.85
1176 Plain	2.35	4.40	4.25	4.10	3.90	3.80	1177 Plain	2.40	4.20	4 10	4.00	3.85	3.70
Printed		7.15	6.95	6.75	6.45	6.05	Printed		6.95	6.80	6.65	6.40	5.95

COMBINED POCKET AND DATE SLIPS

These manila slips fill a double purpose. They are 4 in. high, 4½ in. wide, and can be pasted to the book cover (on the two side edges and the lower edge) to form a pocket. Accommodate cards either 2 in. or 3 in. wide.

PRICES PER M

Cat. no.	500	1M	3M	5M	10M
1174	$1.90	$3.20	$2.95	$2.80	$2.75



Cat. no. 1174

GLUE-FAST EQUIPMENT

The **Glue-Fast** gluing machine is ideal for applying glue to book pockets, labels and similar materials. This machine saves time and saves glue. The operation is simple. To apply the glue, the book pocket or other material is inserted under the guard and pulled through over the roller diagonally, as illustrated at the right. The material will "pick up" an evenly spread thin film of glue and the material is immediately ready for gluing into the book. The **Glue-Fast** machine is speedy and clean—no waste—no dirt—no sticky fingers.

Cat. no. 1983.2

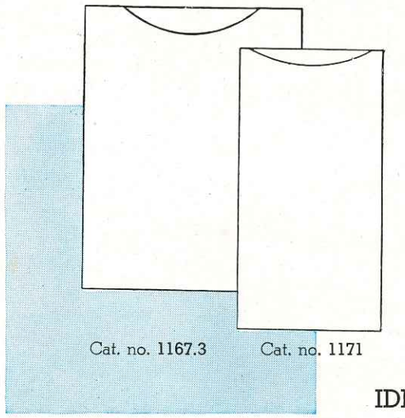
For maximum efficiency, **Glue-Fast** liquid glue is recommended for use with this machine. This liquid glue is especially prepared for library use. It is odorless and colorless and requires no heating.

The **Glue-Fast** machine may be used as a moistener by substituting wick rollers for the metal rollers. With water the machine is recommended for moistening gummed materials of all kinds.

Cat. no. 1983.5

Cat. no.		
1983.5	**Glue-Fast** machine	$8.25
1983.2	Liquid glue, quart bottles	1.00
1983.3	Liquid glue, gallon cans	2.80
1983.1	Extra wick rollers, per pair	1.15

CARD POCKETS



Cat. no. 1167.3 Cat. no. 1171

These card pockets are not for pasting in books, but are for use in charging trays with the Browne system of charging. Pockets no. 1167.3 are for cards 3 in. wide x 5 in. high, and no. 1171 are for cards 2 in. wide x 5 in. high.

PRICES PER M

Cat. nos. 1167.3 and 1171

500	1M	3M	5M	10M
$2.40	$4.30	$4.20	$4.10	$3.95

IDENTIFICATION CARDS

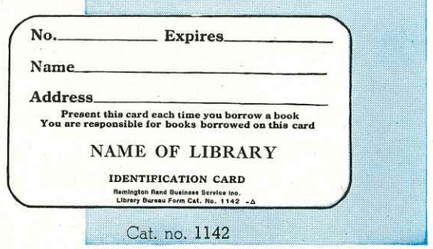
Identification cards are of buff stock, 2 in. high x 3½ in. wide—a convenient size for the wallet or purse. Furnished with or without the name of the library imprinted in the blank space. If type of printing should match that on cards in use a sample card should be sent in with the order.

PRICES PER M

Cat. no. 1142

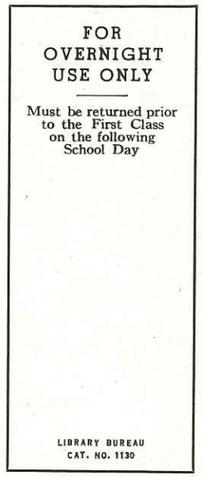
Printed with name of library:

500	1M	3M	5M	10M
$3.65	$5.30	$4.65	$4.60	$4.40



Cat. no. 1142

OVERNIGHT SLIPS



Cat. no. 1130

Overnight slips in front of the book cards in the book pockets signify that the books or periodicals must be returned prior to the first class on the following school day. Slips are of light weight cherry colored stock, 2 in. wide by 5 in. high.

Cat. no. 1130

100	$ .40
300	1.15
600	2.10
Per M	2.95

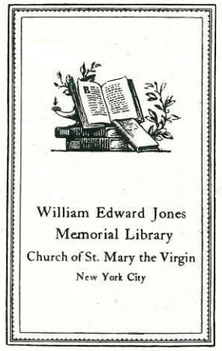
BOOK PLATES

Book plates are printed in brown on Warren's "Library text," an English finish, cream colored paper. Plates are ungummed, size 2¾ in. wide x 4¾ in. high. Prices include printing of name of library. If printing should match that on book plates in use, sample plate should be sent with the order.

PRICES PER M

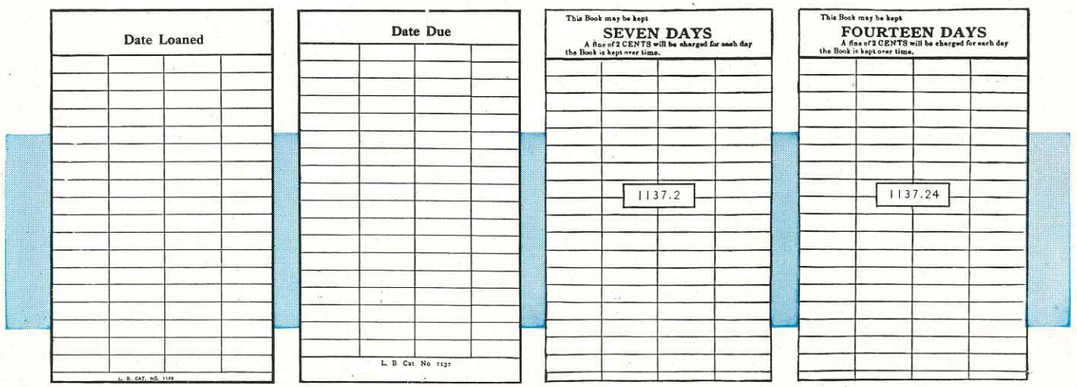
Cat. no. 1335

500	$ 5.95
1M	8.30
2M	7.30
3M	6.90
5M	6.25



Cat. no. 1335

DATE SLIPS



Cat. no. 1138—3x5 inches
Cat. no. 1139.2—3x6 inches

Cat. no. 1137—3x5 inches
Cat. no. 1139—3x6 inches

Cat. no. 1137.2
3x5 inches

Cat. no. 1137.24
3x5 inches

UNGUMMED DATE SLIPS

Cat. no. 1138.3—3x5 inches
Cat. no. 1139.23—3x6 inches

Cat. no. 1137.3—3x5 inches
Cat. no. 1139.3—3x6 inches

Cat. no. 1137.23
3x5 inches

Cat. no. 1137.243
3x5 inches

Date slips are printed in black on white paper. Slips are available with top gummed ½ inch along the back edge or ungummed, as ordered. Note change in catalog number for ungummed slips.

GUMMED DATE SLIPS

PRICES PER M

Cat. nos. 1137, 1137.2, 1137.24, 1138—3x5 in. slips.

1M	3M	6M
$1.90	$1.75	$1.70

Cat. nos. 1139, 1139.2—3x6 in. slips.

1M	3M	6M
$2.10	$1.90	$1.80

UNGUMMED DATE SLIPS

PRICES PER M

Cat. nos. 1137.3, 1137.23, 1137.243, 1138.3—3x5 in. slips

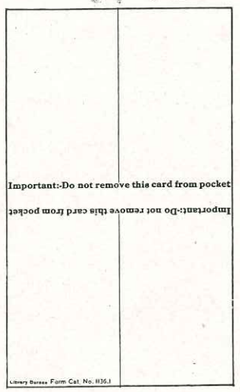
1M	3M	6M
$1.80	$1.65	$1.60

Cat. nos. 1139.3, 1139.23—3x6 in. slips

1M	3M	6M
$2.00	$1.80	$1.70

blue

DATE CARDS



Cat. no. 1136.1

For use with low-front pockets. Cards are approximately 3 in. wide x 5 in. high, medium weight, white, buff, blue, or salmon.

PRICES PER M

Cat. no. 1136.1

500	$ 2.05
1M	3.40
5M	3.30
10M	3.20
25M	3.10

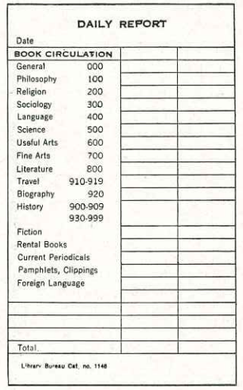
DAILY REPORT FORMS

A daily report form of white bond stock for summarizing daily statistics. Reverse side is for miscellaneous data. 100 sheets to a pad. Size 3x5 in.

PRICES PER M

Cat. no. 1148

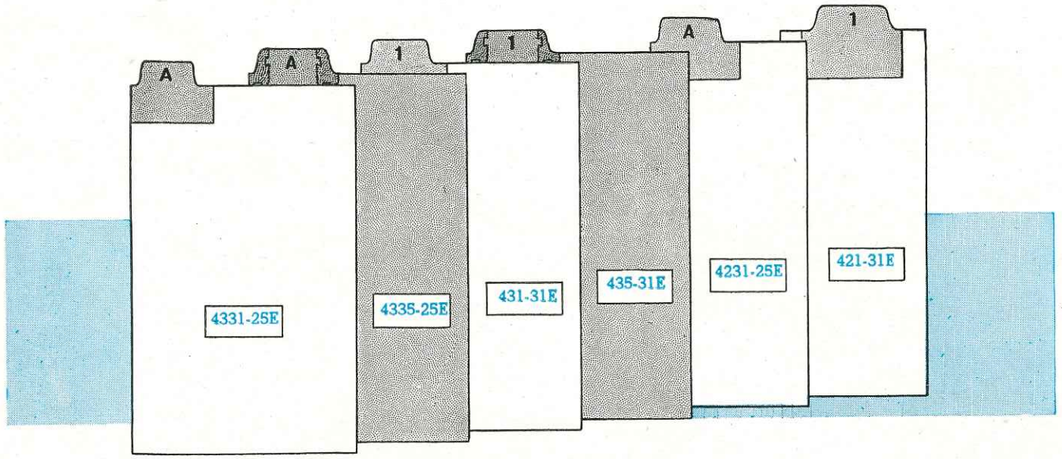
500	(5 pads)	$ 1.25
1M	(10 pads)	2.40
3M	(30 pads)	2.35
6M	(60 pads)	2.30



Cat. no. 1148

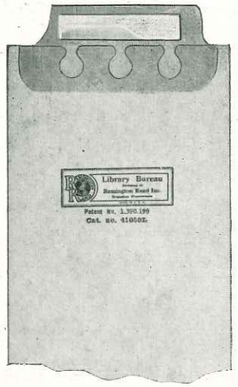
Delivery charges prepaid

GUIDES FOR CHARGING SYSTEM

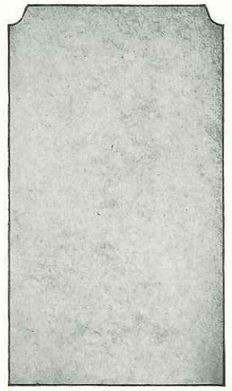


Library Bureau charging guides with celluloided tabs may be easily cleaned with a damp cloth. Pressboard guides are of heavy grey stock, and to assure maximum strength the celluloided tabs have solid inset shoulders—an exclusive feature with Library Bureau.

A-Z guides in larger divisions of the alphabet can be furnished to order. Prices on request.



Cut shows top of Reserve Book Guide, Cat. no. 41050-L.



Cat. no. 4350E

PRESSBOARD GUIDES

All with third cut tabs, assorted positions.

Cat. no.	For cards	Headings	Tabs	Per set
4335-25E	3x5 in.	25 div. A-Z	Cell.	**$1.40**
4350-25E	3x5 in.	25 div. A-Z	Plain	**.70**
4335-60E	3x5 in.	60 div. A-Z	Cell.	**3.90**
435-31E	3x5 in.	1-31	Cell.	**2.00**
4350-31E	3x5 in.	1-31	Plain	**.80**

BUFF GUIDES

Guides 3 in. wide have fifth cut tabs—2 in. wide guides have third cut tabs, all assorted positions.

Cat. no.	For cards	Headings	Tabs	Per set
4331-25E	3x5 in.	25 div. A-Z	Cell.	**$1.35**
43310-25E	3x5 in.	25 div. A-Z	Plain	**.50**
431-31E	3x5 in.	1-31	Cell.	**1.50**
4310-31E	3x5 in.	1-31	Plain	**.55**
4231-25E	2x5 in.	25 div. A-Z	Cell.	**1.35**
421-31E	2x5 in.	1-31	Cell.	**1.30**

PLAIN GUIDES

Heavy grey pressboard, with full width plain tab, for cards 3 in. wide x 5 in. high.

Cat. no. **4350-E** 10.....**$.25** 100.....**$1.80**

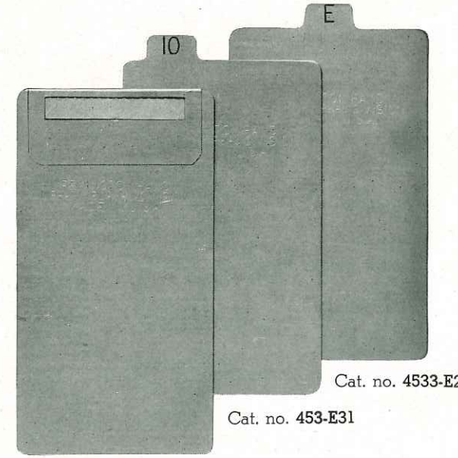
RESERVE BOOK GUIDES

Heavy grey pressboard guides, for reserve cards 3 in. wide by 9 or 10 in. high, have removable label tabs. When ordering state height of reserve cards or send sample.

Cat. no. 41050-L

100	300	500	1000 and up
$13.00	$36.00	$54.75	$110.00 per M

Delivery charges prepaid



Cat. no. **4533-E25**

Cat. no. **453-E31**

Cat. no. **4530EL**

ALUMINUM GUIDES

Aluminum guides are light weight, strong, nonrusting, and, under ordinary use, will not warp or curl. The printing on alphabetic and date guides is ¼ in. high.

Removable label guides, no. 4530-EL, have full width celluloided tabs. Label inserts for typed headings are furnished with these guides. Guides are for cards 5 in. high and either 3 in. wide or 2 in. wide as listed.

The three inch wide guides have third cut tabs assorted. The two inch wide guides have half cut tabs assorted.

Cat. no.	For cards	Headings	Price
4533-E25	3x5 in.	25 div. A-Z	**$ 7.25 per set**
453-E31	3x5 in.	1-31	**9.00 per set**
4532-E25	2x5 in.	25 div. A-Z	**7.25 per set**
452-E31	2x5 in.	1-31	**9.00 per set**
4530EL	3x5 in.	Blank	**3.30 per 10** **16.50 per 50** **30.00 per 100**

MISCELLANEOUS CHARGING GUIDES

Heavy grey pressboard guides for cards 3 in. wide by 5 in. high, with full width tabs, printed with headings as listed. Tabs with or without celluloid as ordered. Celluloided tabs have solid celluloid inset shoulders.

MISCELLANEOUS TITLES

Binding	Overdue
Cataloging	Post Card Notices
Claimed Returned	Renewals
Contagion	Reserve
Inter Library Loan	Second Notice
Letters	Snags
Lost	Staff
Mending	Vacation
Messenger	

Cat. no. **435-17E**

Celluloided tabs—each.....$ .10
Per set of 17..... 1.50
Plain tabs—each..... .05
Per set of 17..... .75

CLASSIFICATION SET

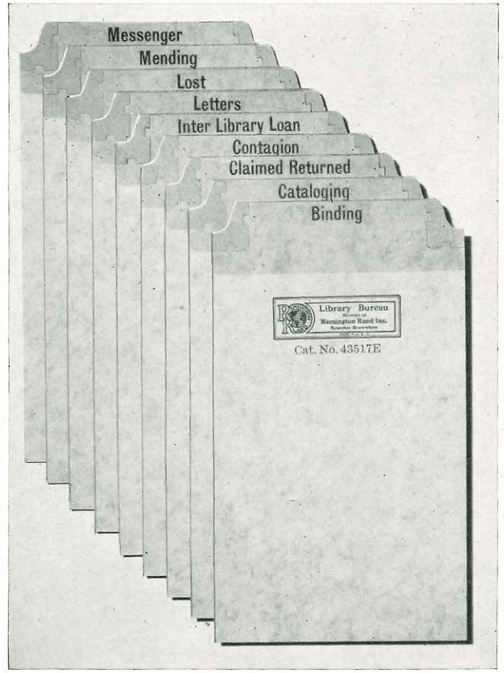
Heavy grey pressboard guides the same as no. 435-17E except for tab headings which are as follows:

Fiction	500
000	600
100	700
200	800
300	900
400	910

Biography

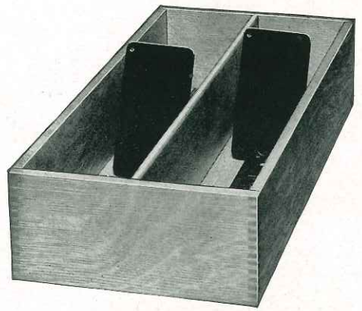
Cat. no. **435-13E**

Celluloided tabs, each.....$ .10
Per set of 13..... 1.10
Plain tabs, each..... .05
Per set of 13..... .55

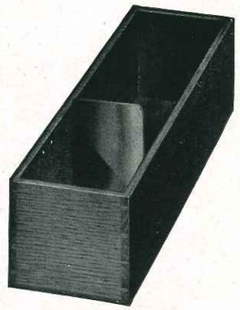


Cat. no. **435-17E**
For 5 x 3 inch cards

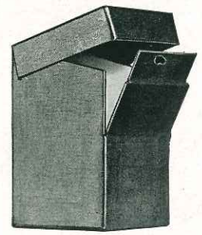
CHARGING TRAYS



Cat. no. 1204



Cat. no. 1205



Cat. no. 1210

WOOD TRAYS

Charging trays are of selected quarter-sawed white oak, dovetailed construction. Light or dark finish. Fitted with felt corner pads on the bottom, steel followers. All trays except the no. 1201 are for cards 5 in. high by 3 in. wide. No. 1201, a single-compartment tray, like the no. 1205, holds cards 5 in. high by 2 in. wide.

Cat. no.	Capacity	1	3
1201	850 Each	$2.75	$ 7.95
1204	2100 Each	5.15	15.30
1205	850 Each	2.00	5.70

PASTEBOARD BOXES

A black cloth hinged top box, size 5⅜ in. high, 3⅛ in. wide, and 3½ in. deep inside. Capacity 300—5 x 3 in. cards and 31 guides.

Cat. no. 1210 each.....$1.00

Fort Worth Public Library, Fort Worth, Texas
Joseph R. Pelich, Architect
Special charging desk by Library Bureau

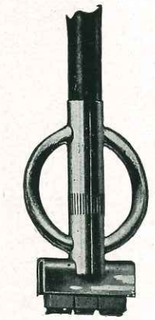
DATERS

Cat. no. 1307

JI 12 '38

Sample Impression

Cat. no. 1303.1



Cat. no. 1306

For complete dating outfit include—no. 1304.1 dates and no. 1907 ink pad.

BAND DATERS

These daters are adjustable and can be changed quickly by turning the bands. Furnished with black, blue, or mahogany colored handles. Black handle shipped unless another color is ordered. Flat side of handle shows front of stamp.

Cat. no. 1307 .....each $.60

PENCIL DATERS

New "long reach" daters for the sharpened end of pencils.

Cat. no. 1303.1.....each $ .50

Ring daters for the unsharpened end of pencils.

Cat. no. 1306.....Prices when available

Type holders on these daters are long enough to include assistant's initials.

RUBBER DATES

This double set provides for two assistants or for one assistant using two different colored ink pads. If a single set only is required there is economy in a double set, because its usefulness is not destroyed by the loss of a single type.

Contents
2 sets for 1-31.
2 sets for months of the year.
2 sets for years.
1 A-Z alphabet for initials of assistants.

The open face type prevents clogging and insures clear impressions. Dates fit holders nos. 1301.3 and 1306.

Cat. no. 1304.1..... Per set $ .80

789101112131415161718192021222324252627 28V
JaFMrApMyJeJLAgSDJaFMrApMyJeJLAgSOND123456
2930311234567891011121314151617181930210R
2223242526272829303 1ABCDEFGH I J KLMNOPQN
STUWXYZ' '42'42'43'43

Cat. no. 1304.1

MUN-KEE INK PADS AND INK

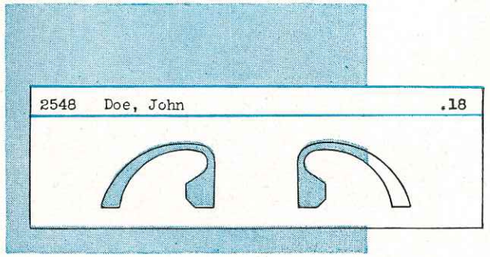
Mun-Kee pads are quiet, because of the rubber base. Pads will not sweat in humid weather, and as ink rises from the bottom by capillary attraction there is no danger of over-inking. Clean impressions are assured. Fillers are reversible and when the surface of a pad becomes worn it can be turned over and used on the other side. Blue ink is standard. Black or red can be obtained to order.

Cat. no. **1907**	Stamp pad	$.65 each
Cat. no. **1907.1**	Reversible fillers	.30 each
Cat. no. **1908**	Mun-Kee ink, 2 oz. can	.75 each

In ordering any of the above, specify the color desired. Otherwise blue will be shipped.

Cat. no. **1907**

FINE RECORD



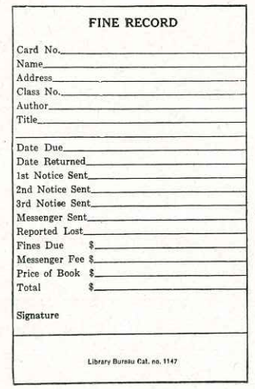
Cat. no. **1-0551** Size 5 in. wide x 1 9/16 in. high.

This Index Visible fine record prevents mistakes, permits instant reference, and provides in most compact form a list of delinquent borrowers and the amounts of their fines. It affords complete visibility. When a borrower returns a book and a fine is not paid, a card no. 1-0551 is typed, giving the borrower's number, name and amount of fine due, and the card is filed in the Index Visible holder in numerical sequence according to borrower's number.

Cat. no. **1-0551** Buff cards **$.55** per 100 **$4.40** per M

For description of holders, rotaries, desk stands, and cabinets for these cards, see page 18.

FINE SLIPS



Cat. no. **1147**

Fine slips for use in recording fines due and overdue notices sent. Printed one side on blue paper, 100 sheets to a pad. Size 2 7/8 in. x 4 1/2 in.

Cat. no. 1147

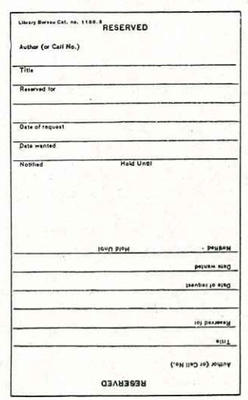
500	(5 pads)	$.85
1000	(10 pads)	1.60
3000	(30 pads)	4.50
6000	(50 pads)	6.90

RESERVE BOOK CARDS

Reserve book cards are printed both sides on salmon stock, size approximately 5 in. high x 3 in. wide.

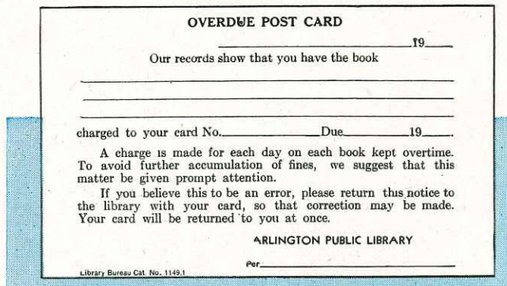
Cat. no. 1156.3

300	$ 1.20
500	1.85
1000	3.10
5000	3.00M

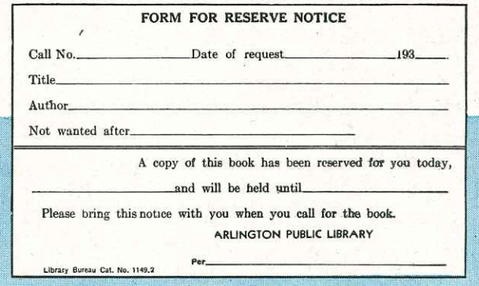


Cat. no. **1156.3**

OVERDUE AND RESERVE NOTICE POST CARDS



Cat. no. **1149.1**



Cat. no. **1149.2**

Both the above cards are printed on colored stock, 5 x 3 in. size (ready to be stamped) or on government post cards. Name of library imprinted on all cards as given on order. As cards are printed to order, a minimum quantity of 1000 is required on one order.

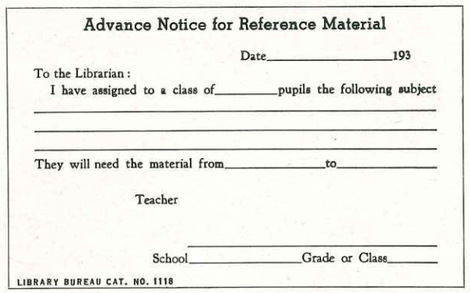
PRICES PER M

Cat. no. 1149.1 Green stock — Overdue cards			Cat. no. 1149.12 Government post cards		
1M	3M	6M	1M	3M	6M
$5.20	$4.80	$4.65	$17.15	$17.05	$16.80

PRICES PER M

Cat. no. 1149.2 Buff stock — Reserve cards			Cat. no. 1149.22 Government post cards		
1M	3M	6M	1M	3M	6M
$5.20	$4.80	$4.65	$17.15	$17.05	$16.80

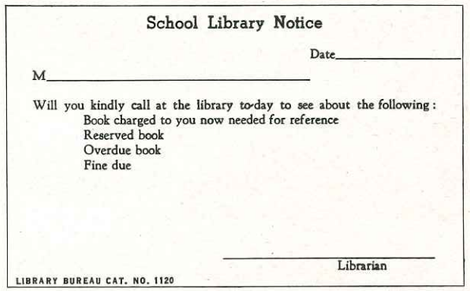
SCHOOL LIBRARY NOTICES



Cat. no. **1118.** Size 3 x 5 inches

Advance notice slips are useful in either school or public libraries. Printed on white stock and supplied in pads of 100 sheets each.

Cat. no. **1118** each **$.25** 10 **$2.10** 30 **$6.00** 60 **$11.40**

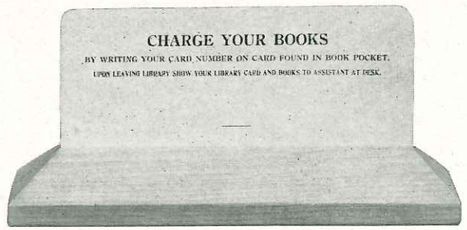


Cat. no. **1120.** Size 3 x 5 inches

School Library notices are printed on white stock and supplied in pads of 100 slips each.

Cat. no. **1120** each **$.25** 10 **$2.10** 30 **$6.00** 60 **$11.40**

POSTER HOLDER



Cat. no. **1308**

Holders are 10 in. long at the bottom, of quartered oak, light or dark finish. Bottom is covered with felt. Slot at the top is 8 in. long.

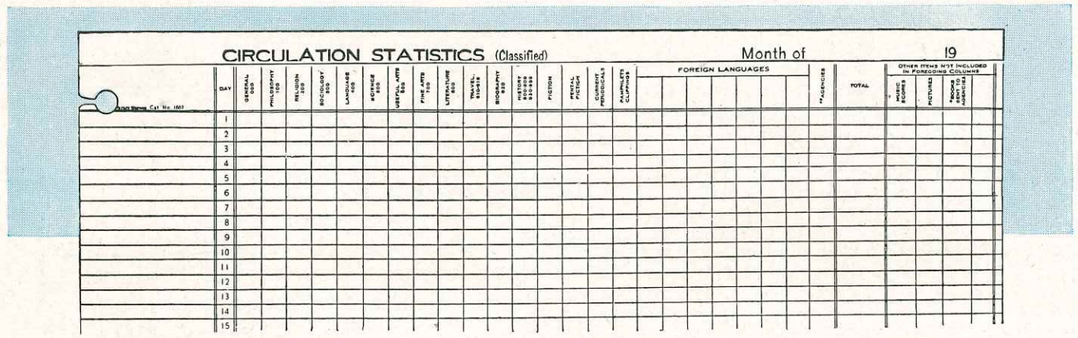
Cat. no. **1308** . . . . . 1 **$.75**

"CHARGE YOUR BOOKS" POSTERS

Buff cards 8 in. long x 4 in. high, printed both sides.

Cat. no. **1144** . . . . . 5 **$.15** Ea. . . . . 10 **$.10** Ea.

CIRCULATION STATISTICS BLANKS



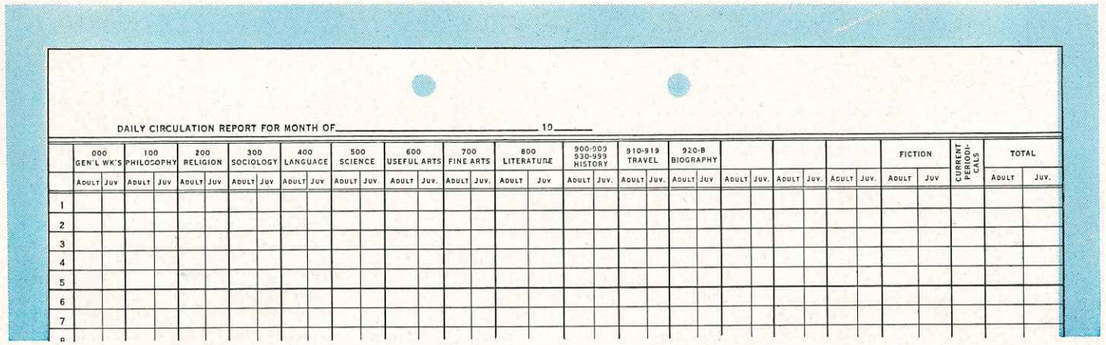
Cat. no. **1607** Buff ledger stock, ruled in colors.

Size of sheet 9¼ inches high x 13⅞ inches long.

This blank provides for the usual classes with provision for extra items which may be desired. Use separate sheets for juvenile circulation. Covers of the one- and three-year books (1607.1 and 1607.3) are of pressboard.

Cat. no.		
1607	Sheets only, per dozen	$ .70
1607.1	One-year book, with 12 sheets	1.15
1607.3	Three-year book, with 36 sheets	3.00

COMBINED CIRCULATION STATISTICS BLANKS



Size of sheet 8 7/16 inches high x 10 15/16 inches long.

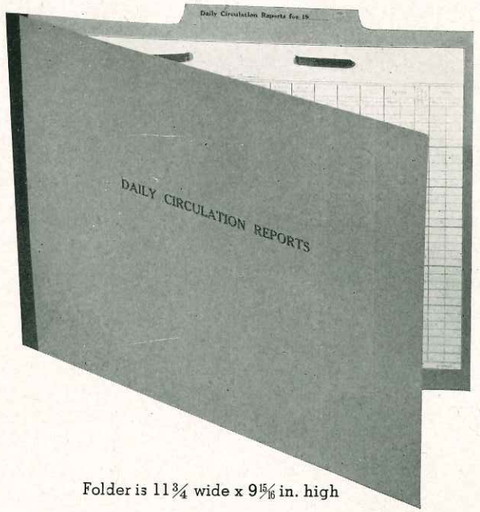
These new circulation statistics blanks combine both adults' and children's circulation on the same sheet. One blank is required for a month's circulation. Blanks are punched to fit Remington Rand "Kompakt" fastener folders, and when the blanks are fastened into the folder it may be conveniently filed in a letter file drawer with complete security.

Cat. no.		
1981	Sheets only, per dozen	$.30
1981.0	Folders only, each	.20
1981.1	One-year folder, including 12 blanks	.50
1981.2	Two-year folder, including 24 blanks	.75
1981.3	Three-year folder, including 36 blanks	1.05

See next page for cuts of folders.

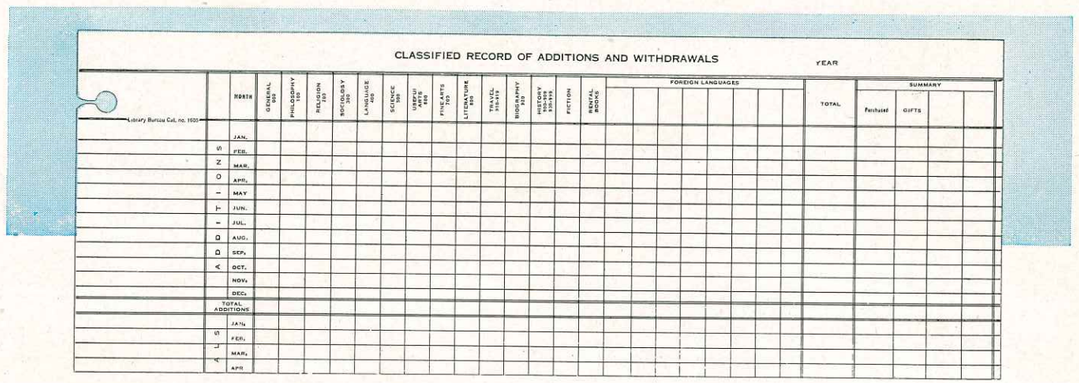
The combined circulation statistics blanks (cat. no. 1981) are attached to the folder with "Kompakt" fasteners as illustrated at right. Blanks may be removed or added easily, and all are held securely in place in whatever position the folder is placed. For convenience, blanks may be arranged with the current month's record on the top.

The tab on the folder is printed with a caption all ready for filing. This new idea offers a material saving in cost and in operating expense.



Folder is 11¾ wide x 9 15/16 in. high

BLANKS FOR CLASSIFIED ADDITIONS AND WITHDRAWALS



Cat. no. **1605** Buff ledger sheets ruled in colors.

Size of sheet 9¼ inches wide x 13¾ inches long.

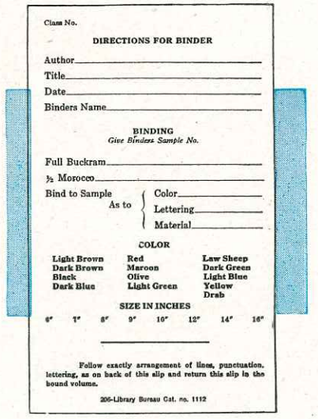
This form separates additions and withdrawals to render accounting easy and accurate. Use separate sheets for reference, adult, and juvenile books, for branches, schools, etc.

no.		
1605	Sheets only $.70 per dozen	$5.40 per 100
16458.1	Post binder for no. 1605 and 1607 sheets same style as no. 16456.1 (shown on page 3)	$5.75

ACCOUNTING BOOK

Pages are 11¼ x 19¼ in., of buff ledger stock, ruled in colors, with headings for the usual sources of receipts and expenditures. Blank columns are for special headings. A four-year record. Covers are pressboard.

Cat. no. **1080** ..... **$2.40 each**


Class No.

DIRECTIONS FOR BINDER

Author_____
Title_____
Date_____
Binders Name_____

BINDING
Give Binders Sample No.

Full Buckram_____
½ Morocco_____
Bind to Sample As to { Color_____ Lettering_____ Material_____

COLOR

Light Brown, Dark Brown, Black, Dark Blue, Red, Maroon, Olive, Light Green, Law Sheep, Dark Green, Light Blue, Yellow, Drab

SIZE IN INCHES

6" 7" 8" 9" 10" 12" 14" 16"

Follow exactly arrangement of lines, punctuation, lettering, as on back of this slip and return this slip in the bound volume.

205-Library Bureau Cat. no. 1112

Cat. no. 1112

BINDING SLIPS

Size 12.5 x 7.5 centimeters

Binding slips contain spaces for definite instructions for work to be performed.

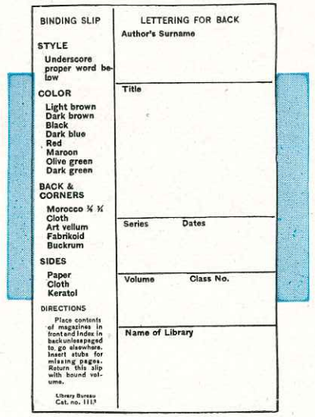
Cat. no. 1112 Blue paper slips printed on both sides. Reverse side ruled to show panels of the books.

Cat. no. 1112 100 **$.50** 500 **$1.80** 1M **$3.20**

Cat. no. 1113 White paper slips printed on one side only. Space at right is for indicating lettering desired on book panels.

PRICES PER M

Cat. no. 1113 500 **$1.15** 1M **$2.00** 3M **$1.80**
6M **$1.45** 10M **$1.30**


BINDING SLIP

STYLE
Underscore proper word below

COLOR
Light brown
Dark brown
Black
Dark blue
Red
Maroon
Olive green
Dark green

BACK & CORNERS
Morocco ¾ ¼
Cloth
Art vellum
Fabrikoid
Buckrum

SIDES
Paper
Cloth
Keratol

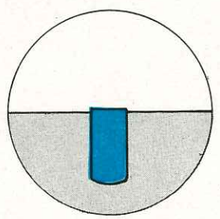
DIRECTIONS
Place contents of magazines in front and index in back unstapged to go elsewhere. Insert stubs for missing pages. Return this slip with bound volume.

Library Bureau Cat. no. 1113

LETTERING FOR BACK
Author's Surname
Title
Series Dates
Volume Class No.
Name of Library

Cat. no. 1113

COLORED STEEL SIGNALS



Cat. no. 02

These new non-projecting signals for indicating reserves in charging trays will not mar the cards. Signals are easy to apply. Other types of signals available. Full information on request.

Cat. no. **02**. Packed 100 in a box. Twelve standard colors: —

Light blue	Light red	Light green	Brown
Dark blue	Dark red	Dark green	White
Lemon	Orange	Pink	Black

Prices on request.

PRINTED GUMMED LABELS

This book may be kept
7 Days
only
It cannot be renewed
because of special demand
CAT. NO. 1937 LIBRARY BUREAU

Cat. no. **1937**

All these printed labels are on buff gummed paper of the sizes and colors shown, 100 to a pad.

Cat. no. **1935** "For reference" labels (white paper)
Cat. no. **1936** "Rental collection" labels
Cat. no. **1937** "Seven day" labels

Less than 1M **$.25** per 100 1M and over **$1.80** per M

FOR REFERENCE
NOT TO BE TAKEN FROM THIS ROOM
CAT. NO. 1935 LIBRARY BUREAU

Cat. no. **1935**

RENTAL COLLECTION
CAT. NO. 1936 LIBRARY BUREAU

Cat. no. **1936**

MATERIALS AND TOOLS

Mending books promptly not only affords a distinct saving in cost but also:

(a) Keeps the books clean and in good condition, providing greater appeal to the borrowers.

(b) Keeps popular books in circulation when the demand is greatest.

(c) Increases the life of the books.

Mending books wisely at the first sign of loose leaves, tears, or breaks in the binding means economy, but overmending of books that will eventually be rebound should be avoided.

In mending or recasing books, gummed or ungummed materials may be used, but careful consideration should be given to this question, as experience has proved that soft and pliable ungummed materials are better for the books, and the results are more lasting. Ungummed materials are recommended in the pamphlet, "The care and binding of books and magazines," prepared by the A. L. A. Committee on bookbinding. Library Bureau again endorses this recommendation. Ungummed materials with L. B. Semi-Fluid Paste are more adhesive, more flexible and durable. Gummed materials must be used with discretion, as they are likely to harden, crack, or discolor with age.

L. B. PASTE

A smooth, semi-fluid paste, made especially for mending and general use. Has proper tack to stick quickly without drying too soon on large surfaces. It keeps sweet for a long period without becoming hard, lumpy, or rancid. Paste is uncolored and unbleached to afford transparency when used with transparent papers. It is packed in attractive glass jars, with black caps—no rust to discolor the paste. If the jar is kept closed when not in use, paste will retain its semi-fluid property indefinitely. Stir paste thoroughly before using, and, if it needs thinning, add a little water and repeat the stirring.

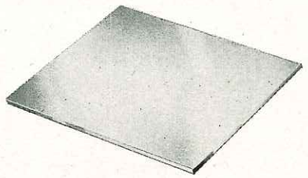
Cat. no.		1	3	6	12
1938.1	Pints	.60	1.71	3.24	6.00
1938.2	Quarts	1.00	3.00	5.70	10.80
1938.3	Gallons	3.00	8.70	22.50	31.80

FLEXIBLE GLUE

Flexible glue in bulk is recommended where a flexible adhesive is needed. Requires heating, and fresh glue should be prepared for each day's work, as reheated glue loses some of its adhesive qualities.

Cat. no. **1806.1** ..... **$ .55** per lb.

PASTING GLASS



Pasting glass is 8 x 10 inches, with ground edges. Paste should be spread evenly over surface of the glass. Thin mending papers, if drawn lightly across this pasted surface, will pick up sufficient paste to adhere without over-pasting.

Cat. no. **1917** ..... **$ .75** each

PASTE BRUSH

A flat brush ¾ in. wide, with bristles 1¼ in. long. Brush is rubberset, with black wood handle. Length over all, 8 inches.

Cat. no. **1825.2** ..... **$ .55**

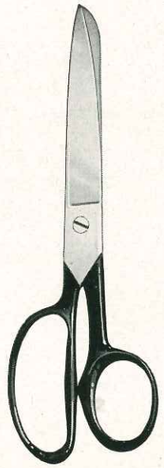
LIBRALAC BRUSH

Brush for Libralac or shellac is 8½ in. long, with bristles 2 in. long, 1 in. wide. Wood handle.

Cat. no. **1826.1** ..... **$ .80**

MENDING TOOLS

During the present emergency, it may be necessary to provide alternate materials for those shown on these pages. Certain items may be discontinued temporarily when present stocks are exhausted.

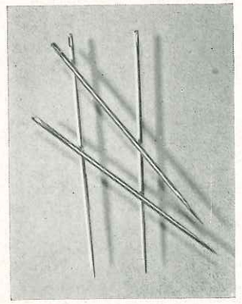

Cat. no. 1324.1

Cat. no. 1322.2

Cat. no. 1354

Cat. no. 1353.1

Cat. no. 1323.1


Cat. no. 1476.1

SHEARS

Drop forged steel shears, with finest grade steel blades and japanned handle. Length 9 inches.

Cat. no. 1324.1 $1.10

AWL

Sharp steel tempered detachable point, $\frac{3}{32}$ in. in diameter, 1 in. long. Wood handle, natural finish. Overall length of awl 4¾ in. Extra points may be purchased in half-dozen lots as listed below:

Cat. no.			
1322.2	Awl, including one point in each	1	$.60
1322.3	Extra points	6	.55

SQUARE POINT KNIFE

Steel blade 3¼ in. long. Genuine burnt wood handle, 3¾ in. long.

Cat. no. 1354 $.35

CUTTING KNIFE

Stainless steel blade, 3 in. long, with strong wood handle 4 in. long.

Cat. no. 1353.1 $.35

FOLDER

Selected quality, 7 in. long, for rubbing down new joints.

Cat. no. 1323.1 1 $.50 3 $1.45

BOOKBINDERS' NEEDLES

Needles are no. 1 size, suitable for use with Nos. 1355 bookbinders' thread. Package contains 25 needles.

Cat. no. 1476.1 1 $.30 3 $.85

BOOKBINDERS' THREAD

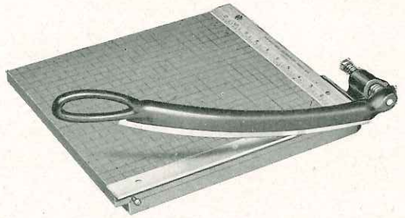
Fine linen thread, furnished in ½ oz. skeins (about 65 yards).

Cat. no. 1355 skeins $ .40 each $3.95 per dozen

STEEL THIMBLES

Thimbles are of steel, chromium plated, and are furnished in three sizes: small, medium, and large. Medium size will be supplied unless otherwise ordered.

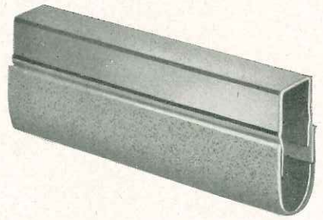
Cat. no. 1920.7 small, no. 1920.8 medium, and no. 1920.10 large. $.15 each—$1.35 per dozen.


Cat. no. 1909

PAPER CUTTER

Paper cutter has a steel blade accurately set with a spring to hold knife in the raised position to prevent accidents. Blade is 12 in. long. Inch scale at the back of the wood platform.

Cat. no. 1909 ..... Prices when available


Cat. no. 1941

CLEANING BUFFER

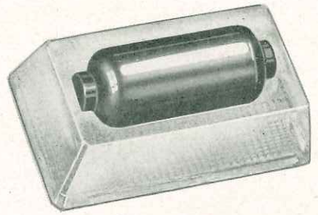
Buffer is of metal, 4 in. long, with a sheet of sandpaper folded over and securely held in place. Five extra sheets of sandpaper furnished with buffer.

Cat. no. 1941 ..... $.55 each

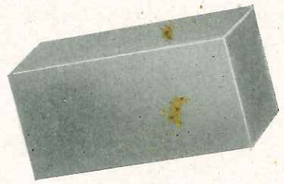
BOOK REPAIR CORD

A heavy braided linen cord in 100 ft. lengths.

Cat. no. 1477 1 $.50 3 $1.40


Cat. no. 1930

Cat. no. 1475


Cat. no. 1910

SANITARY MOISTENER

Black rubberoid roller is 2⅜ in. wide and lifts out of the cup for cleaning. Base is of heavy glass.

Cat. no. 1930 $1.15 each

DUSTING POWDER

A powder particularly effective in drying paste or glue that has worked through the cloth while pasting.

Cat. no. 1475 $.30

SEWING CLAMP

A handy device for holding books or periodicals while drilling holes for sewing. Pressure is obtained by turning wing nuts at each end. Guide holes are accurately spaced 1 in. apart. Length 13 in.; finish olive green.

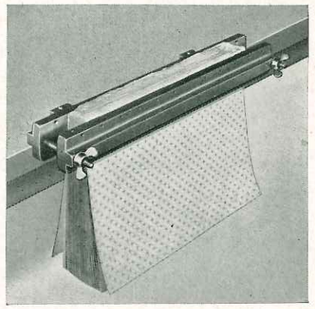
Cat. no. 1942 ..... Prices when available

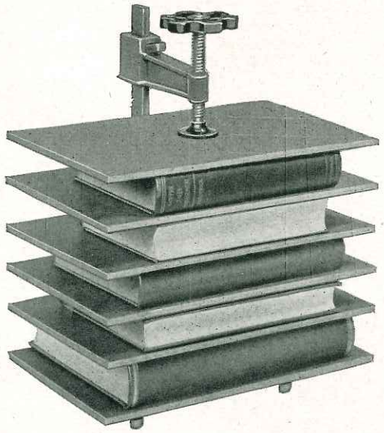
For Magazine Drill see page 50.

ART GUM

For cleaning soiled pictures, maps, books, etc. Furnished in cakes 1⅛ x 1⅛ x 2¼ in.

	1	6
Cat. no. 1910	$.15	$.65


Cat. no. 1942



Cat. no. 1951

Cat. no .1921

BOOK PRESS

Book press is self-supporting on a tripod base, with a vertical steel bar 5/16 x 1 in. and adjustable clamp that affords maximum speed in operation. A patented "Multiple Disc Clutch" locks automatically at any point on the bar. Hand wheel is 2 7/8 in. in diameter. Six Masonite clamping boards 7 x 12 in. furnished with each press.

Cat. no. **1951** ..... Price when available

> "All works of quality must bear a price in proportion to the skill, time, expense, and risk attending their invention and manufacture."
> —Ruskin

STAPLING MACHINE

An improved machine with interchangeable flat and wedge-shaped plates — the former for side stitching, the latter for stapling pamphlets or magazines where saddle stitching is desired. Will staple material up to 1/4 in. in thickness with a perfectly smooth action and a minimum amount of pressure. The 12 in. reach from the center of the stapling platform to the back allows sufficient space for large pamphlets. The machine holds 100 wire staples at a single loading. Extra staples furnished in boxes of 5000.

Cat. no. **1921** including 1000 staples $22.80

Cat. no. **1922** Extra staples, per box of 5000 ..... 3.00

LIBRALAC

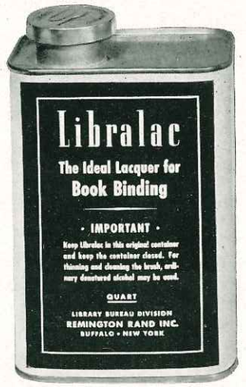
The ideal lacquer for book bindings

Libralac has a natural property that makes it insect-proof. It spreads easily and dries in five minutes. It is waterproof and can be washed without turning white. Will not smear the printing on books. Penetrates pores of cloth, giving a very smooth, hard surface, not sticky to the touch.

Libralac is put up in terne-plated cans to protect the contents from light. Libralac should be kept in the original container, and the container kept closed except when using. For thinning and cleaning the brush, ordinary lacquer thinner may be used.

If Libralac becomes too thick, thin with a little lacquer thinner.

Cat. no. **1803**	1/2 pint	$ .70
Cat. no. **1804**	1 pint	1.25
Cat. no. **1805**	1 quart	2.25
Cat. no. **1805.4**	1 gallon	7.70



MENDING TISSUE

A fine transparent tissue for mending or guarding torn leaves in choice books.

Cat. no. **1901** Strips 1 x 10 1/2 in., 250 strips—Per package **$.50**

Cat. no. **1901.1** Sheets 22 x 15 3/4 in. —Per dozen sheets **$.55**

BOOK END PAPER

A tough, light grey Kraft paper that minimizes the effect of soil and dust.

Furnished in sheets, 100 sheets to a package.

Cat. no. **1395.2** 6 x 8 in.

1	3	6
$.45	$.95	$1.65

Cat. no. **1395.3** 8 x 12 in.

1	3	6
$.65	$1.85	$3.50

ADHESIVE CLOTH

Supplied in 1 in. width strips, short rolls, or in sheets 9 in. x 16 in., as listed, in slate or white. 50 yard rolls also furnished in 1 in. widths, white only.

STANDARD PACKAGES

Specify color in ordering

Cat. no.
1963.1 16 strips 1 in. wide x 9 in. long.
1963 1 roll 1 in. wide x 144 in. long.
1963.4 1 sheet 9 in. wide x 16 in. long.

1 Package **$.25** 6 Packages **$1.20**
3 Packages **.65** 12 Packages **2.05**

50 YARD ROLLS — IN WHITE ONLY

Cat. no. **1963.2** 1 in. width each **$1.55**

TRANSPARENT ADHESIVE PARCHMENT PAPER

Furnished in strips 1 1/2 in. wide x 8 1/2 in. long, or in sheets 9 in. wide x 23 in. Packages containing strips will be furnished unless otherwise ordered.

STANDARD PACKAGES

Cat. no. **1478** 18 strips 1 1/2 x 8 1/2 in. each
Cat. no. **1478.1** 1 sheet 9 x 23 in.

1 Package **$.20** 6 Packages **.80**
12 Packages **1.30**

ONION SKIN PAPER—100% RAG

This paper is sufficiently transparent to mend tears which extend into the text.

Cat. no. **1396.4** Strips 1 x 8 1/2 in., 250 strips to a package. **$.35** per package.

Cat. no. **1396.5** Sheets 11 x 17 in.

1 doz.	3 doz.	6 doz.	12 doz.
$.40	$1.00	$1.80	$3.25

WHITE BOND PAPER

A white margin paper for strengthening joints and mending torn margins.

Cat. no. **1397.1** Strips 3/4 in. x 8 in., 60 strips to a package.

1	3	6	12
$.40	$.95	$1.85	$3.10

TRANSPARENT ADHESIVE CLOTH

Available in rolls 1 in. wide x 12 ft. long, or 50 yards long, as listed.

STANDARD SIZE ROLLS

Cat. no. **1958** 1 in. wide x 12 ft. long.

1 roll	3 rolls	6 rolls	12 rolls
$.40	$1.10	$2.05	$3.80

50 YARD ROLLS

Cat. no. **1958.1** per roll **$2.70**

TRANSPARENT MENDING TAPE

Tough transparent gummed paper

Cat. no. **1393.2**

12 boxes **$1.10** 36 boxes **$3.00**

WATERPROOF BOOK CLOTH

A fine grade of waterproof book cloth that excels in appearance, uniformity, and durability. Furnished by the yard or in rolls as listed, in six popular colors: dark red, light green, dark green, dark blue, brown, and black.

SHORT ROLLS

Cat. no. 1929 2 x 86 in. Cat. no. 1929.1 3 x 58 in.
Cat. no. 1929.2 4 x 43 in.

1 roll.....$ .40 3 rolls.....$ 1.10
6 rolls.....$2.00

25 YARD ROLLS

	Cat. no. 1929.4 3 in. wide	Cat. no. 1929.5 4 in. wide
1 roll	$ 3.85	$ 5.05
3 rolls	11.40	15.00
6 rolls	22.20	29.40
12 rolls	43.80	58.20

36 INCH WIDTH—BY THE YARD

Cat. no. 1929.6 1 $1.10 3 $2.85 6 $5.40

Not less than 1 yard of one color will be sold.

SILK FINISH ADHESIVE CLOTH

A heavy gummed cloth with silk finish, available in five colors: red, green, blue, brown, and black. Specify color in ordering. Furnished in rolls as listed:

SHORT ROLLS

Cat. no. 1957.1 1 in. x 12 ft. Cat. no. 1957.2 2 in. x 6 ft.
Cat. no. 1957.3 3 in. x 4 ft. Cat. no. 1957.4 4 in. x 3 ft.

1 roll.....$ .35 3 rolls.....$ .90
6 rolls..... $1.60

25 YARD ROLLS

	Cat. no. 1957.6 3 in. wide	Cat. no. 1957.7 4 in. wide
1 roll	$3.60	$4.80
3 rolls	10.65	14.25
6 rolls	21.00	28.20
12 rolls	41.40	55.80

SUPER

A super of uniform weave, about 28 x 24 threads to the square inch.

Cat. no. 1940 package of 10 strips, 2 x 36 in..... $.30
Cat. no. 1940.1 package of 25 strips, 2 x 36 in..... .60
Cat. no. 1940.2 36 in. width, per yard..... .30
10 yards..... .$2.15 25 yards.. 4.80

BOOK CLOTH

Available in six colors: dark red, light green, dark green, dark blue, brown, and black. Sold only by the yard, 38 in. wide. Not less than one yard of any one color will be sold.

Cat. no. 1391 1 $.90 3 $2.55 6 $4.80 12 $9.00

RECASING LEATHER

A LEATHER CLOTH

Fine quality waterproof leather cloth, more durable than genuine leather. Used for rebacking. Will take glue or paste without sizing. Available in six popular colors: dark red, light green, dark green, dark blue, brown, and black, to harmonize with the book cloth colors.

SHORT ROLLS

Cat. no. 1388.1 2 x 86 in. Cat. no. 1388.2 3 x 60 in.
Cat. no. 1388.3 4 x 48 in.

1 roll.....$ .50 6 rolls.....$2.15
3 rolls..... 1.20 12 rolls..... 4.10

25 YARD ROLLS

	Cat. no. 1388.5 3 in. wide	Cat. no. 1388 4 in. wide
1 roll	$4.15	$5.45
3 rolls	12.15	16.05
6 rolls	23.70	31.50
12 rolls	46.80	61.80

36 INCH WIDTH—BY THE YARD

Cat. no. 1387 1 $1.95

Not less than one yard of one color will be sold.

PERFORATED ADHESIVE CLOTH

A single strip of adhesive cloth, perforated to aid in folding to form a hinge. Available in two widths ¾ in. and 1 in. Short rolls, 1 in. wide, supplied unless otherwise ordered.

SHORT ROLLS

Cat. no. 1964 1 in. wide x 18 ft. long.
Cat. no. 1964.2 ¾ in. wide x 24 ft. long.

1 roll	3 rolls	6 rolls	12 rolls
$.40	$1.15	$2.10	$3.90

50 YARD ROLLS

Cat. no. 1964.1 1 in. wide—each..... .....$2.35

DOUBLE-STITCHED BINDER

Gummed grey and white strong cloth. In ordering specify the catalog number for the type required.

SHORT ROLLS—CAT. NO. 1398 TYPE

Lengths 4 to 8 ft. according to width. Widths between stitching are:

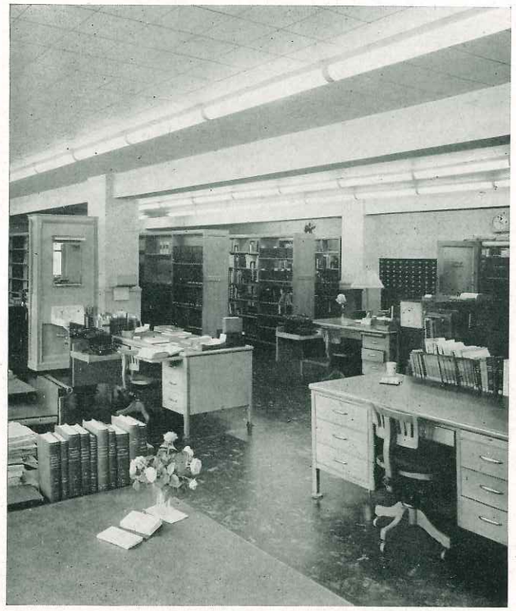
¼ in.	1 in.	1¾ in.	2½ in.	1 roll	$.50
⅜ in.	1⅛ in.	1⅞ in.	2⅝ in.	3 rolls	1.25
½ in.	1¼ in.	2 in.	2¾ in.	6 rolls	2.40
⅝ in.	1⅜ in.	2⅛ in.	2⅞ in.	12 rolls	4.10
¾ in.	1½ in.	2¼ in.	3 in.	36 rolls	11.60
⅞ in.	1⅝ in.	2⅜ in.		72 rolls	22.50

25 YARD ROLLS—CAT. NO. 1925 TYPE

¼ in.	$2.30	1¼ in.	$3.45	2¼ in.	$4.55
⅜ in.	2.30	1⅜ in.	3.60	2⅜ in.	4.55
½ in.	2.40	1½ in.	3.80	2½ in.	4.85
⅝ in.	2.40	1⅝ in.	3.85	2⅝ in.	4.85
¾ in.	2.60	1¾ in.	4.10	2¾ in.	5.15
⅞ in.	2.95	1⅞ in.	4.10	2⅞ in.	5.15
1 in.	3.25	2 in.	4.40	3 in.	5.25
1⅛ in.	3.25	2⅛ in.	4.40		

50 YARD ROLLS—CAT. NO. 1394 TYPE

¼ in.	4.10	1¼ in.	$6.65	2¼ in.	$8.70
⅜ in.	4.10	1⅜ in.	6.80	2⅜ in.	8.70
½ in.	4.45	1½ in.	7.15	2½ in.	9.30
⅝ in.	4.45	1⅝ in.	7.20	2⅝ in.	9.30
¾ in.	4.75	1¾ in.	7.55	2¾ in.	9.95
⅞ in.	5.45	1⅞ in.	7.55	2⅞ in.	9.95
1 in.	6.00	2 in.	8.30	3 in.	10.10
1⅛ in.	6.00	2⅛ in.	8.30		



Cataloging Department
Oberlin College Library, Oberlin, Ohio.

OVERLAP DOUBLE-STITCHED BINDER

Overlap binder has an extra width white flap for books which have an unusually wide space between the back edge of the book and the boards. 25 and 50 yard rolls only in widths listed. In ordering specify widths between stitching, as well as catalog number and lengths of rolls desired.

	Short rolls 25 yds. Cat. no. 1926 Type	Long rolls, 50 yds. Cat. no. 1927 Type
⅜ in. each	$3.05	$5.70
½ in. each	3.35	6.35
⅝ in. each	3.35	6.35
¾ in. each	3.60	6.80
⅞ in. each	3.90	7.65
1 in. each	4.15	7.85
1⅛ in. each	4.15	7.85
1¼ in. each	4.50	8.60

Quantity discounts on 25 and 50 yard rolls of either double-stitched or overlap binders, assorted widths as desired, are:

4 to 12 rolls 5%

CENTER-STITCHED BINDER

WHITE BINDER — SHORT ROLLS

Cat. no. 1399 roll 1 in. wide x 12 ft. long
1399.1 roll 1½ in. wide x 9 ft. long
1399.2 roll ¾ in. wide x 15 ft. long
1399.3 roll 2 in. wide x 6 ft. long

1 roll, $.40 3 rolls, $1.15 6 rolls, $2.25 12 rolls, $3.45

WHITE BINDER—50 YARD ROLLS

Cat. no. 1399.4 ¾ in. wide each $2.15
Cat. no. 1399.5 1 in. wide each 2.70
Cat. no. 1399.6 1½ in. wide each 3.70
Cat. no. 1399.7 2 in. wide each 5.15

TWO-COLOR BINDER—CAT. NO. 1928

Two-color binder is available in rolls 1½ in. wide and 5 yards long.

Cat. no. 1928 — (Grey and White)

1 roll	3 rolls	6 rolls	12 rolls
$.80	$2.00	$3.85	$6.80

WHITE HINGE TAPE

The removal of lengthwise threads produces flexibility without loss of strength. Available in 9/16 in., 1 in., and 1⅛ in. widths. 9/16 in. width supplied unless otherwise ordered.

Cat. no. 1392 9/16 in. wide x 10 yards long
Cat. no. 1392.2 1 in. wide x 6 yards long

1 roll	6 rolls	12 rolls
$.45	$2.40	$4.50

Cat. no. 1392.4 1⅛ in. wide x 10 yards long

1 roll	6 rolls	12 rolls
$.75	$4.20	$7.80

50 YARD ROLLS

Cat. no. 1392.1 9/16 in. width each $2.00
Cat. no. 1392.3 1 in. width each 2.50
Cat. no. 1392.5 1⅛ in. width each 2.75

Delivery charges prepaid

MODERN KARDEX STEEL CABINETS

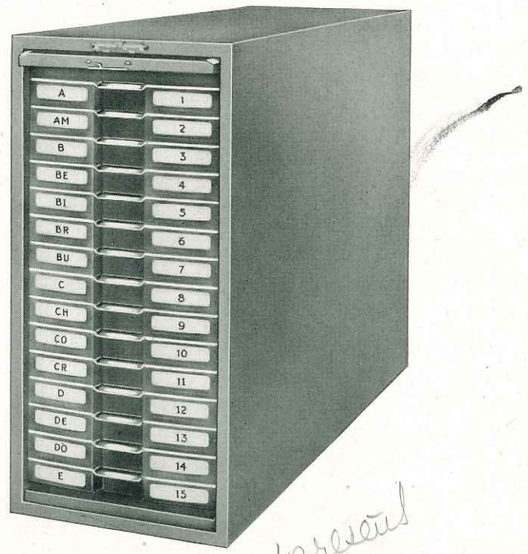
Kardex simplifies library office work by setting up time-saving systems for personnel, stock control and purchasing records.

There's no waste motion or needless duplication of work. Visible records enable a librarian or clerk to review dozens of items in a matter of seconds.

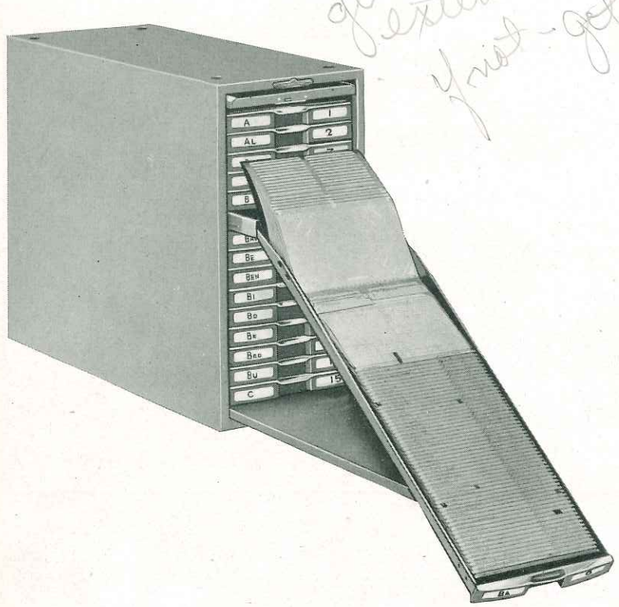
Forms are designed so that Graph-A-Matic signals reveal any need for immediate action. This eliminates the nuisance of checking back at some future time when the facts would be difficult to obtain.

Kardex records provide instant visibility of vital information plus maximum posting speed. They are so flexible they can be used for all types of library record controls.

Modern Steel Kardex cabinets are available in two heights—6 slides and 15 slides, both with slide-in safety doors. Every cabinet has a ⅛ inch projection on the bottom which engages a similar depression on the top of the cabinet below to permit stacking of new units with existing installations.



get a extension of 5 drawers (present)
print - get 8 drawer.

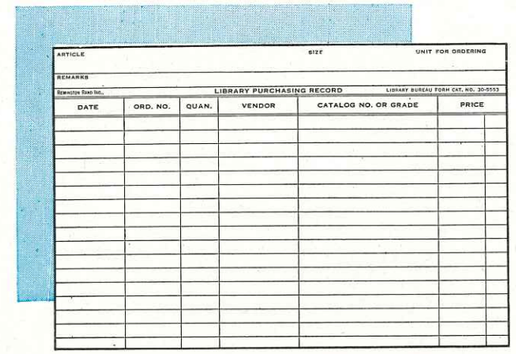


These cabinets are finished in the non-glare, satiny Gray-Rite which blends so unobtrusively with all modern office fixtures.

An extension posting shelf at the bottom of the cabinet provides a staple rest, adjustable to any angle, for the lower end of each pulled-out slide.

Delivery charges prepaid

LIBRARY PURCHASE RECORD

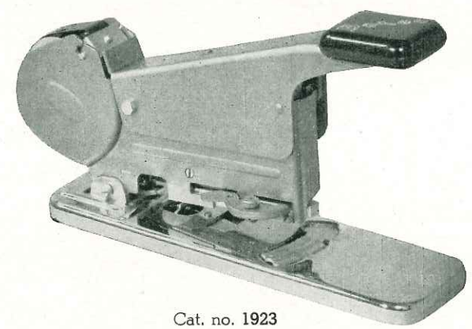


Size 4 in. high x 6 in. wide

A record of purchases is essential in any library. A separate card is used for each different article. The record shows the comparative prices from year to year, provides a check on the quantities used over stated periods, and gives the name of manufacturer, with the necessary data for reordering. Cards are filed in a tray, alphabetically by name of article, or, if desired, can be used in the Kardex visible file by the addition of title inserts.

Cat. no. **30-5553** Buff cards, 4 x 6 inches in size, printed on both sides, same form.

100 **$2.10** 500 **$9.60** 1M **$12.00** 3M **$28.80**



Cat. no. 1923

STAPLER

The Bates stapler has a throat about 3½ inches deep. One loading is sufficient for 5000 or 10,000 staples. Staples are of rust-proof brass wire.

Cat. no. **1923**	Including 5000 staples	**$6.50**
Cat. no. **1923.6**	Detachable gauge	**.25**
Cat. no. **1923.5**	Extra refills (5000 staples)	**.95**

L. B. FURNITURE POLISH

For cleaning and polishing wood furniture, L. B. Furniture Polish is unexcelled. This polish has been thoroughly tested and has proved to be a splendid furniture polish as well as a cleaner. It is in no way detrimental to varnish or lacquer finish. It is simple to use and requires very little effort. It not only cleans and polishes but hides scratches and marred effects as well.

Put up in pint tins.

Cat. no.	1 can	3 cans	6 cans
1967	**$.85**	**$2.35**	**$4.50**

KARDEX VISIBLE PERIODICAL RECORD

With the Kardex visible periodical record, colored signals reveal at a glance whether or not the current issue of any periodical has been received.

This record consists of a checking card (daily, weekly, or monthly) in the face of the pocket, with the name on the exposed margin, and an order or payment card in the back of the pocket facing the checking card. A flick of the fingers—and a complete history is available.

All cards are arranged alphabetically by name, regardless of the frequency of the publication.

Red signal at the left over "Inc" indicates a copy missing and the set incomplete. The Graph-A-Matic sliding signal is moved over the month on the scale to indicate the last issue on hand. Colors of signals may vary for daily, monthly, and weekly periodicals.

On the back of the checking cards provision is made for data in regard to binding, etc.

Cards may be housed in Kardex book units as illustrated, or in wood or steel Kardex cabinets. Prices on cabinets on request.

OUTFIT No. 1
Capacity 38 Cards

Consists of:

1	214640	Desk outfit
50	1-2005.1, 1-2006.1, 1-2007.1	Checking cards assorted as ordered
1	027	Box red signals,
50	06331.1	Graph-A-Matic signals, all one color
50	1-2004.1	Accounting cards

Outfit price **$8.60**

OUTFIT No. 3
Capacity 76 Cards

1	14643	Book unit
100	1-2005.1, 1-2006.1, 1-2007.1	Checking cards assorted as ordered
1	027	Box red signals
100	06331.1	Graph-A-Matic signals, all one color
100	1-2004.1	Accounting cards

Outfit price $14.45

CARDS AND SIGNALS

Cat. nos. **1-2004.1, 1-2005.1, 1-2006.1, and 1-2007.1 cards.**
$1.45 per 100 $12.25 per 1000

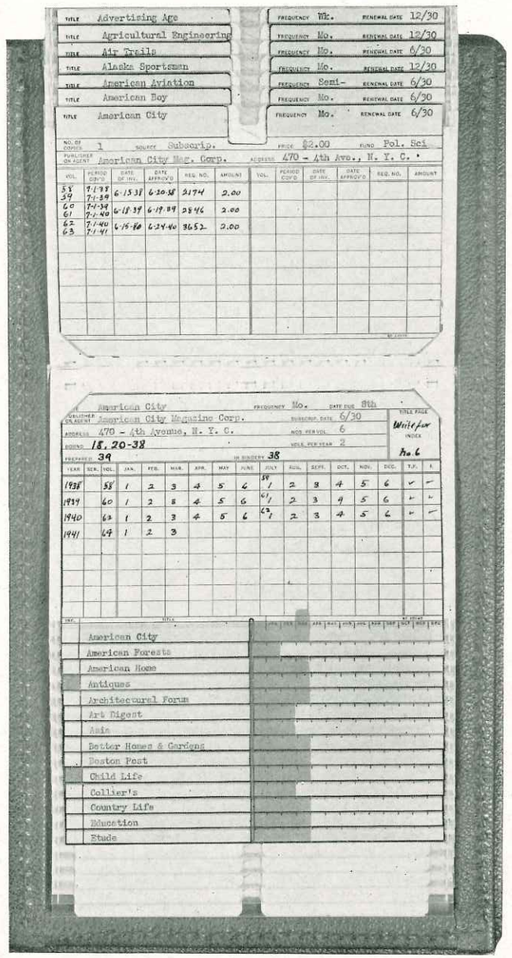
Cat. no. **027** Plain signals. Colors as ordered. Minimum quantity of 100 in any one color.

Cat. no. **06331.1** Graph-A-Matic signals. Colors as ordered. Minimum quantity of 25 in any one color.

Prices of signals on request.

Plain or Graph-A-Matic signals available in blue, red, green and orange. Other colors to order.

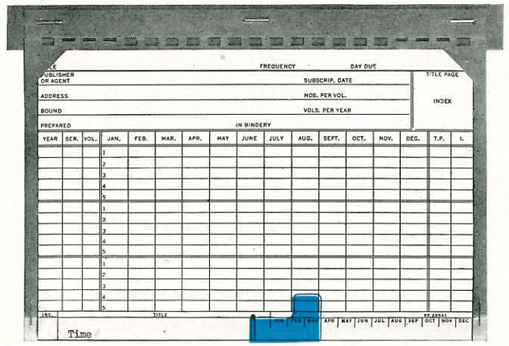
The book units listed have covers of brown imitation leather. For cuts of other cards, see next page.



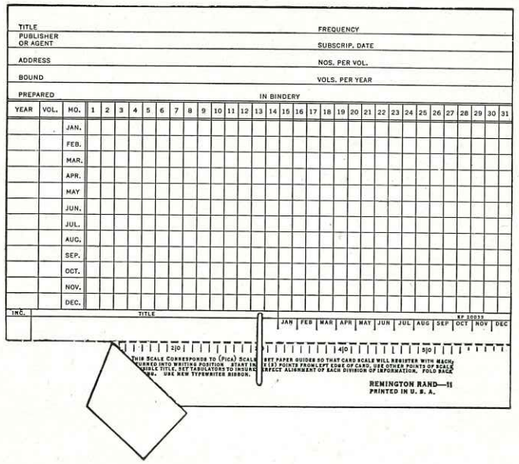
Above is a picture of a portion of a Kardex book unit, showing the arrangement of titles, signals, and method of "laying back" the pocket for posting. All titles are visible as shown.

Card in top pocket is Cat. no. 1-2004.1 for Subscription Payments.
Card in lower pocket is Cat. no. 1-2006.1 for Monthlies.

PERIODICAL RECORD CARDS



The periodical checking card shown above is for weeklies (Cat. no. 1-2007.1). The subscription payment record card for the upper pocket is the same as for monthlies.

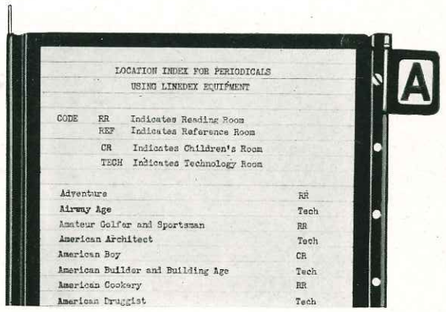


Kardex forms are furnished with perforated stubs, which permit accurate typing of titles on the extreme lower edge of the card. The card shown above is for dailies (Cat. no. 1-2005.1) and the subscription payment card for the upper pocket is also the same as for monthlies.

VISIBLE LISTS

Kardex Interlocking Tube or Linedex equipment is ideal for listing the titles and locations of periodicals, new books, pay collections, or seven-day books. The titles are alphabetically arranged in the frames. With Tube equipment the typewritten inserts are covered with transloid to protect from soil and wear. These are recommended for permanent lists. Linedex is without the protecting tube. Both types are housed in frames which may consist of single wall panels or double-faced panels hung on rotaries similar to those used for "Index Visible" shown on page 18.

Prices and recommendations as to which is best to meet individual needs will be sent on request.



LINEDEX INSERTS

Linedex inserts furnished in sheets scored with 28 or 42 strips to a sheet.

Cat. no.	Exp.	Reading space	Inserts per sheet	
391989	1/6 in.	4 in.	42	Prices on request
391994	1/4 in.	4 in.	28	
391992	1/6 in.	5 in.	42	
391996	1/4 in.	5 in.	28	

TUBE EQUIPMENT

Inserts

Cat. no.	Reading Space	Exp.	No. of lines	No. strips per sheet	
41.89	4 in.	3/16 in.	1	50	Prices on request
42.89	4 in.	3/8 in.	2	25	
51.89	5 in.	3/16 in.	1	50	
52.89	5 in.	3/8 in.	2	25	

Tubes

Cat. no.	Length	Exp.	
41.8	4 5/32 in.	3/16 in.	Prices on request
42.8	4 5/32 in.	3/8 in.	
51.8	5 5/32 in.	3/16 in.	
52.8	5 5/32 in.	3/8 in.	

PERIODICAL RECORD

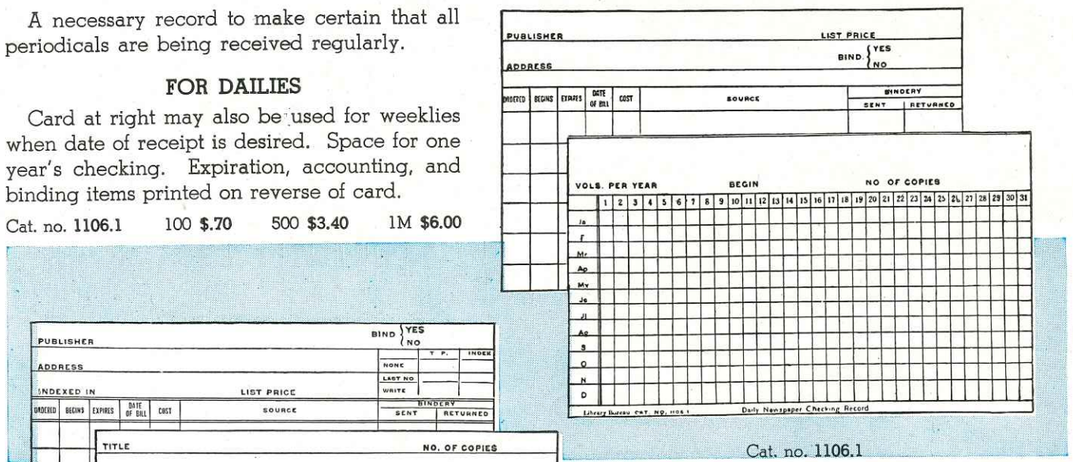
Cards are 7.5 x 12.5 centimeters in size.

A necessary record to make certain that all periodicals are being received regularly.

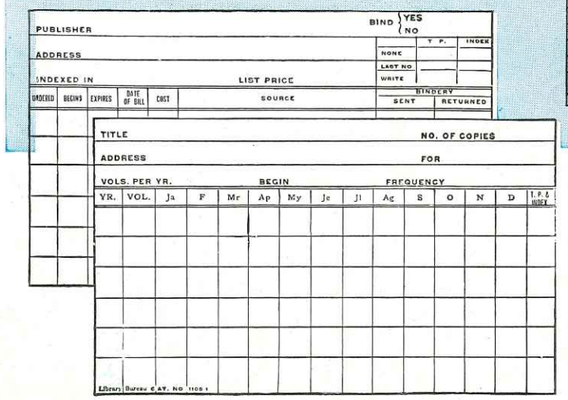
FOR DAILIES

Card at right may also be used for weeklies when date of receipt is desired. Space for one year's checking. Expiration, accounting, and binding items printed on reverse of card.

Cat. no. **1106.1** 100 **$.70** 500 **$3.40** 1M **$6.00**



Cat. no. **1106.1**



Cat. no. **1105.1**

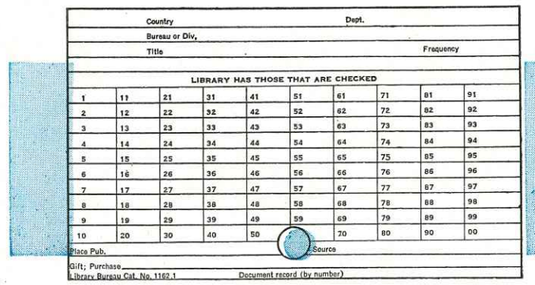
Above illustrations show fronts and backs of cards

FOR MONTHLIES AND WEEKLIES

Squares in cards at left provide space for checking by volume and number, and date of receipt. Weeklies may be checked in the corner and the center. Last column for note of index, supplement, and extras. Expiration, accounting, and binding items printed on reverse side of card. Six years' record on one card.

Cat. no. **1105.1** 100 **$.70** 500 **$3.40** 1M **$6.00**

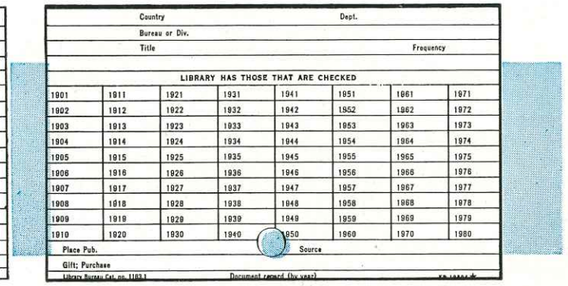
DOCUMENT CHECKING RECORD



Cat. no. **1162** Size 7.5 x 12.5 centimeters

For checking serials or bulletins by volume and number. Space opposite number is for date of receipt. White stock, printed one side, punched.

Cat. no. **1162** 100 **$.70** 500 **$3.40** 1M **$6.00**



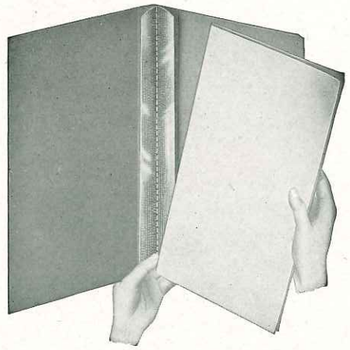
Cat. no. **1163.1** Size 7.5 x 12.5 centimeters

For checking documents by year. Space opposite year is for date of receipt. White stock, printed one side, punched.

Cat. no. **1163.1** 100 **$.95** 500 **$4.50** 1M **$7.80**

PAMPHLET BINDERS

Pamphlet is bound in position by moistening the gummed surface of the binding tape and inserting the booklet. Binders are made with covers of grey photomount as listed.



Size in inches	Cat. no.	Photomount Covers Per doz.	Per 100
6 x 9	1525	$1.50	$ 9.60
7 x 9	1523	1.75	10.40
7 x 10	1524	1.80	11.20
7⅛ x 9¾	1526	1.80	11.20
7⅜ x 10½	1527	1.85	11.90
8 x 11	1528	2.10	13.10
9⅛ x 12	1530	2.20	16.20
10 x 12	1529	2.65	17.10
10 x 13	1932	2.80	18.20
11 x 14	1933	3.30	21.20
12 x 16	*1934	3.80	24.60

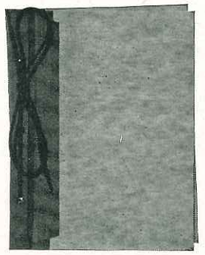
Second dimensions given are lengths of binding edges.

* Made to order. Minimum ordering quantity, 12 of one size. Minimum ordering quantity for other sizes is 6 of one size.

Binding

L. B. PRACTICAL BINDER

An inexpensive binder for one or more magazines. Made of tan pressboard with binding edge of brown cloth. Magazines fastened in place with brown laces which are supplied with each binder. Holes can be made through the periodical with the magazine drill illustrated at the right.



Cat. no.	Size in inches	Per 100	Per dozen
1501	6 x 9	$18.90	$3.00
1502	6¼ x 9½	20.10	3.10
1503	7 x 10	22.70	3.65
1505	8 x 11	26.70	4.15
1506	9 x 12	31.00	4.85
1507	10 x 13	36.00	5.45
1508	11 x 14	41.90	6.05

Note: The second dimension above is the length of the binding edge.

MAGAZINE DRILL

Drill is for making holes in magazines for binding in the L. B. Practical Binder at the left, or with Red Rope. Also for use with sewing clamp shown on page 37. Has steel chucks of the three-jaw type, with hardened tool steel jaws. Hardwood handle painted.

Cat. no. **1400** **$1.75** including three drill points (see sizes below) long enough to drill through a book 1½ in. thick.

Extra Drill Points

Cat. no. **1401.1** .07 in. dia., each . . . . . $ .15
Cat. no. **1401.2** .116 in. dia., each . . . . . $ .15
Cat. no. **1401.3** .156 in. dia., each . . . . . $ .15

RED ROPE

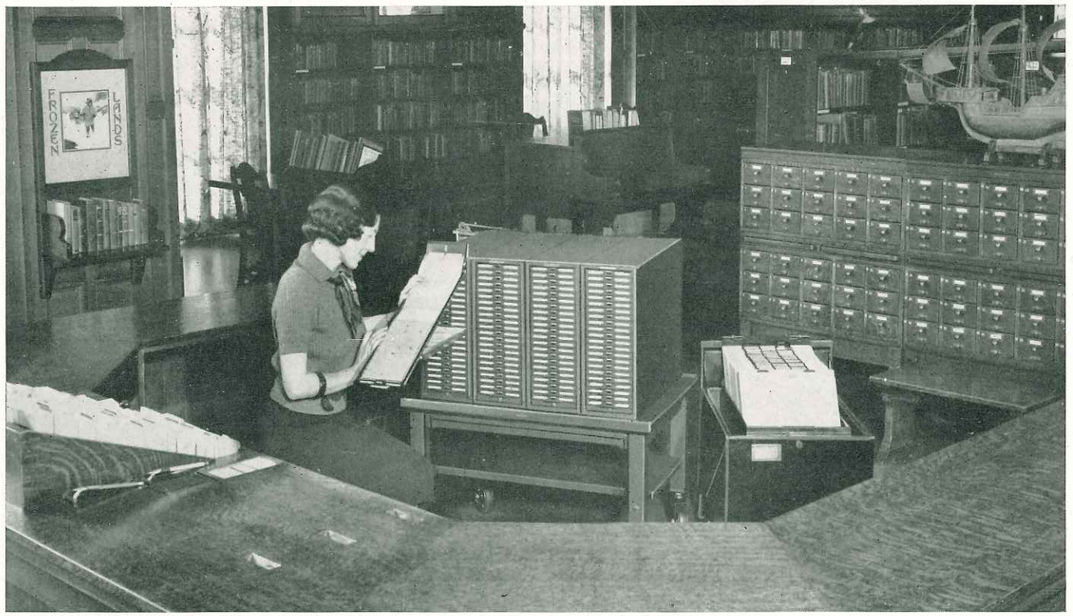
Red rope stock for making covers for back numbers of periodicals available in sheets 12 x 18 in., 25 sheets to a package.

Cat. no. **1918** **$.90** per pkg.

RED TAPE

Red tape, 7/16 in. wide, on spools, 36 yards to a spool, is used for tying together the numbers of one volume of a magazine.

Cat. no. **1919** 1 spool **$.60**



Kardex Visible equipment for registration at Pasadena Public Library, Pasadena, California. Approximately 500 application cards are filed alphabetically in the cabinets shown. The numerical list is filed in the Vertical IVI tray at the right of the Kardex cabinets. For Index Visible equipment, see also page 18.

LOOSE LEAF BINDERS

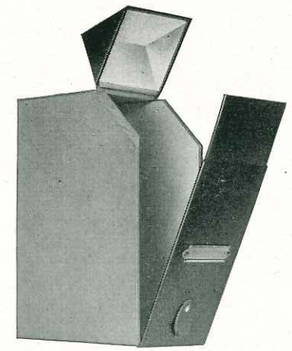
Binders of all sizes and prices on request.

SPRING BACK BINDERS

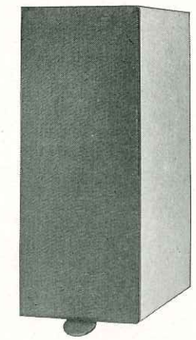
Magazines are firmly clamped into the binder by a steel cylinder spring back. Improved cradle prevents back of magazine entering spring too deeply. Binders are covered with waterproof black buckram.

Cat. no.	Maximum size of magazine	1	10
1550.2	8½ x 10½ in.	$2.80	$26.40
1551.2	9¼ x 12½ in.	3.00	28.20
1552.2	11 x 13½ in.	3.80	36.00
1553.2	12¼ x 14½ in.	4.00	38.46

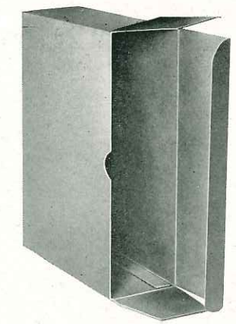
PAMPHLET FILES



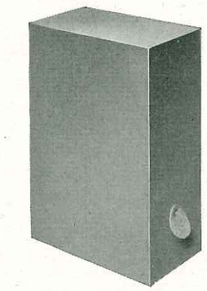
Rutgers File



Sturdibox



Folding Box



Wood File

RUTGERS FILE

The contents can be consulted without removing this box from the shelf, and a pamphlet found without removing all the material from the file. Made of chipboard covered with brown buckram on the front and top, and elsewhere with brown kraft paper. Strongly constructed. Front is equipped with leather pull and a metal label holder for a removable label. Inside size, 10 in. high x 3¾ in. wide x 7 in. deep.

Cat. no. 1730 1 $1.30 12 $15.00

THE STURDIBOX — OPEN BACK

Constructed of chipboard and wood in the strongest possible manner. Reinforced and stiffened with brown or green cloth over wood at the front. Leather pull. Paper label furnished separately for convenience in typing. Open at the back. Unless otherwise specified, green will be sent.

Cat. no. 1719.2 10⅛ in. high x 4 3/16 in. x 7 in. outside.

1	12
$ .60	$7.00

Cat. no. 1719.3 12¼ in. high x 4 in. x 9¼ in. outside.

1	12
$ .70	$8.00

THE FOLDING BOX

A new folding type of box of leather-grained green pasteboard that is inexpensive and when not in use can be folded for storing.

Cat. no.	Size	12	36
1966	7½x10½x3"	$3.50	$9.90

Paper label furnished with each box.

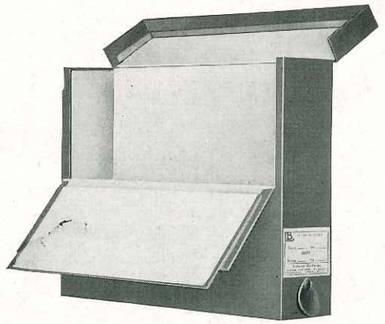
WOOD FILE — OPEN BACK

Thoroughly seasoned stock, strongly joined and covered with durable brown paper. Leather pull. Paper label furnished separately.

Size 11 in. high x 4 in. wide x 7½ in. deep outside.

Cat. no. 1726 1 $.95 12 $11.00 36 $32.00 72 $58.00

The Library of the Municipal University of Wichita, Wichita, Kansas
Ed Forsblum, Architect
Special period furniture by Library Bureau



Wood End File

WOOD END FILE

Wood ends ½ in. thick. Central hinge of flap strengthened with metal rib nailed to wood frame. Cover fits flush on both sides to avoid loss of space. Corners reinforced with muslin. Covered with brown leatherette paper. Leather pull and paper label.

Letter size 10 in. high x 12½ in. deep inside.

Legal size 10½ in. high x 15½ in. deep inside.

Cat. no.		1	12
17424	Letter size, 4 in. wide inside	$1.00	$11.40
17426	Letter size, 5 in. wide inside	1.05	12.00
17504	Legal size, 4 in. wide inside	1.15	13.20
17506	Legal size, 5 in. wide inside	1.25	14.40

Closed Top File

CLOSED TOP FILE

Rigidly constructed of pasteboard with wood ends ⅜ in. thick. Metal strips strengthen the hinge joints; corners are reinforced with muslin. Brown leatherette paper covering and leather pull. Paper label furnished separately for convenience in typing.

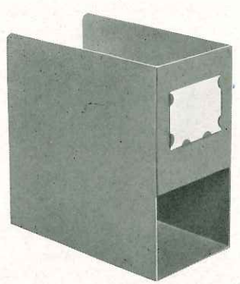
Inside dimensions: 10 in. high, 4 in. wide, 7½ in. deep.

Cat. no.	1	12
1714	$ .80	$9.00

Cat. no. **1700 L** Paper labels for Pamphlet Boxes
$.60 per hundred (Packed 100 to an envelope)

THE PRINCETON FILES

Now in two sizes — large and small



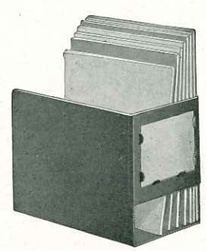
Cat. no. 1717

Cat. no. **1718** File, 5 3/16 in. high x 3⅞ in. wide x 7 in. deep outside.

1	$ .50
12	5.88
36	16.92
72	32.40

Cat. no. **1717** File, 8 in. high x 4½ in. wide x 8 in. deep outside.

1	$ .60
12	7.08
36	20.52
72	39.60

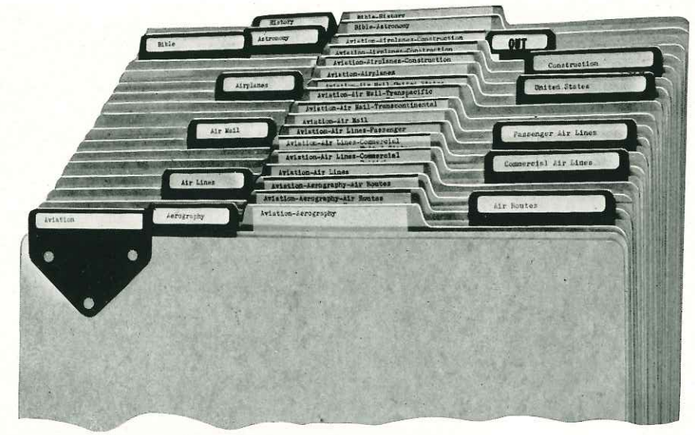


Cat. no. 1718

Constructed of one continuous piece of sheet metal with label holder, Gray-Rite or black japan finish. Especially recommended for the filing of current pamphlets which should be displayed to attract readers, and for holding thin and small books at the end of a shelf. When used for the latter purpose, they become book supports. Subject and class number may be plainly marked on the label, thus giving the general location of the subject, and dispensing with a shelf label holder.

Files are supplied without labels because an ordinary 3 x 5 in. card folded in half will fit more snugly than a label of single thickness.

THE INFORMATION FILE



This arrangement of the subject file allows for expansion at any time without disturbing the original material.

The main subject headings are all on the first position guide tabs, in a straight line down the left edge of the drawer. A parallel line of second position guide tabs provides for the principal subdivision headings of the main subjects. The tabs on the folders occupy the next position. Guides have insertable labels for typing headings as desired.

The first folder behind each guide is the general or miscellaneous folder, and should have typed heading exactly the same as the guide it follows. As an illustration, the main subject "Child Study" (first position tab) might have a subdivision guide "Child Study—Education" (second position tab), in which case the first folder behind this guide would be headed "Child Study—Education," and the label should be crimson. Thus all crimson tabs in the drawer signify miscellaneous folders. Labels on all other folders should be of another color. Guides with the tab in the last position are for subjects that are either of large volume or those to which there is frequent reference.

Legal size is recommended as small pamphlets can be filed side by side without overlapping.

Using armorclad guides, materials necessary are as follows. All guides have fifth cut tabs, positions as ordered.

Cat. no.		
625042	Guides	
524281R	Individual tab folders	See next page
1819.2	Gummed labels	for prices

Each envelope contains 248 labels of any one color. For colors of labels and for other kinds of guides and folders for this system, see page 55.

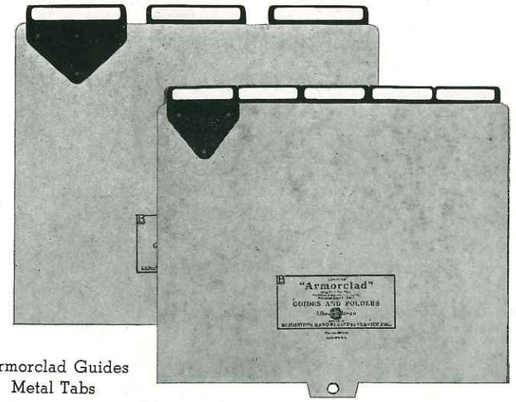
VARIADEX

Variadex is recommended for business correspondence. The alphabetic captions are so planned that a set can be expanded without waste of supplies in use. For instance, a 200-division set of Variadex can be increased to 300 by insertion of an expansion set containing 100 guides and miscellaneous folders.

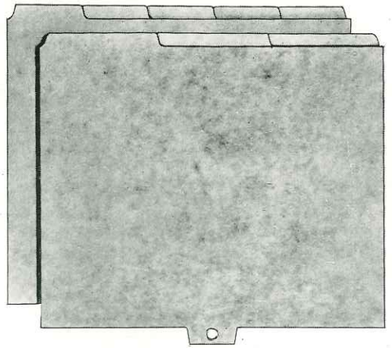
In Variadex, color has been applied to give speed, simplicity, accuracy, and smoothness to file operation. On the guide tabs five harmonious colors—orange, yellow, green, blue, and violet—make it possible to spot a particular section instantly. Folders with labels color banded in corresponding colors prevent misfiling and speed reference.

For more complete information on Variadex card filing or Variadex information filing, two specially prepared brochures are available without obligation. The inherent speed and accuracy of Variadex, with its unusual ability to grow slowly and evenly in proportion to the expansion of the file, makes it an ideal index for a name file. Write Remington Rand, 315 Fourth Ave., New York 10, New York, and a free booklet will be sent immediately. For Variadex card filing, see also page 17.

VERTICAL FILING SUPPLIES



Armorclad Guides
Metal Tabs



Plain Pressboard Guides

Library Bureau filing supplies are made in a wide range of sizes, shapes, colors and grades. Those listed are recommended for library use. Prices on other grades and sizes on request.

ARMORCLAD GUIDES

25-point grey pressboard guides, removable label tabs, third or fifth cut, as ordered. Height, including tab, 10⅛ inches. Perforated strips for inserts supplied with guides.

Cat. no. **60504** Correspondence size, 11¾ in. wide

	50	100	500	1M
Blanks, 3rds	$9.40	$17.20	$78.10	$156.15
or 5ths	8.50	15.60	70.80	141.60

Cat. no. **625042** Legal size, 14⅞ in. wide

	50	100	500	1M
Blanks, 3rds	$11.15	$20.40	$92.60	$185.20
or 5ths	10.25	18.85	85.30	170.65

PLAIN PRESSBOARD GUIDES

25-point grey pressboard, third or fifth cut tabs, position as ordered. Height, including tab, 10 inches. With gummed labels, these guides can be used for the subject file on page 54.

Cat. no. **6050** Correspondence size, 11¾ in. wide

	50	100	500	1M
Blanks, 3rds or 5ths	$4.60	$8.40	$38.15	$ 76.30

Cat. no. **62502** Legal size, 14⅞ in. wide

	50	100	500	1M
Blanks, 3rds or 5ths	$6.35	$11.65	$52.65	$105.30

INDIVIDUAL TAB FOLDERS

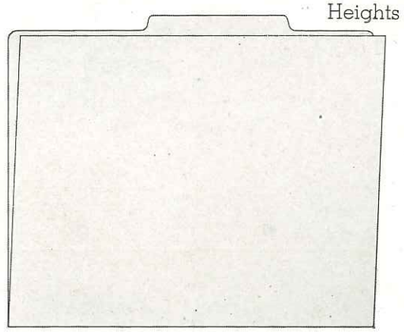
Correspondence size, 11¾ in. wide x 10 in. high. Medium weight, 7½ to 8½ points.

Cat. no.		100	500	1M
50118-R	Rembrand folder	$2.60	$10.60	$21.15
50418-R	Remcraft folder	2.40	9.85	19.70

Legal size, 14⅞ in. wide x 10 in. high. Heavy weight, 10½ to 11½ points.

Cat. no.		100	500	1M
521581-R	Rembrand folder	$4.20	$17.10	$34.20
524281-R	Remcraft folder	3.90	16.20	32.40

Heights listed include tabs. All tabs are reinforced.



Individual Tab Folder

FOLDER LABELS

Typewritten labels are more sightly than longhand headings. Furnished gummed and in perforated strips, eight labels to a strip for typewriter use. Color bands available in crimson, tan, orange, yellow, blue, green, violet.

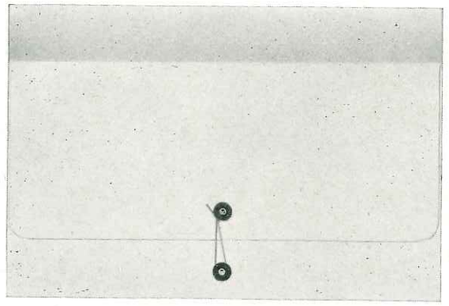
Cat. no. **1819.2** Envelope of 248 labels of one color . . . . . $ .70
Cat. no. **1819.26** Envelope of 248 labels, assorted colors for Variadex . . . . . $ .90

CROSS REFERENCE SHEETS

Cat. no. **30-5902** Buff bond stock, 8 x 10 in.

100 $ .75 500 $2.55 1M $5.10

TENSION ENVELOPES



Cat. no. 5216

Tension envelopes are made of heavy manila stock and are provided with a cord fastener which holds the contents intact. It is practical to use them outside the file for carrier purposes, or for bulky accumulations of slips or clippings inside the file. Being completely closed, they prevent loss or damage to their contents, which otherwise might have to be mounted on backers and held together with fasteners.

Cat. no. **5016**, letter size, 9⅜ in. high x 11¾ in. wide.
Cat. no. **5216**, legal size, 10 in. high x 15 in. wide.

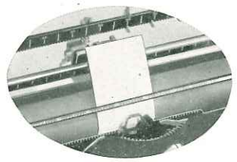
Prices on request.

EXPANSION FOLDERS

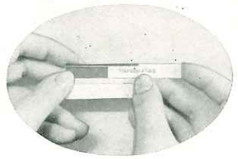
Cat. no. 50004

Remrock expansion folders are made from highly refined vegetable fibre, the finest material for this purpose. This folder is ideal for filing clippings and loose papers, as each end is carefully gusseted the full height of the front flap, thus keeping loose papers intact. The top only is open. Folders are letter size, 9½ in. high by 11¾ in. wide, and are straight edged with 1½ in. expansion ends and bottom, full gusset, 10–11 points. Cat. no. **50004**. Prices on request.

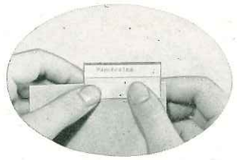
REDI-TABS



1. . . . . Type



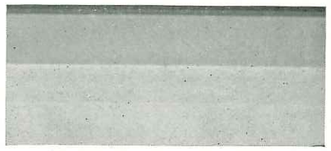
2. . . . . Insert



3. . . . . Attach

With REDI-TAB it is possible to "make your own" indexes for anything from loose-leaf binders to file folders, from scrap books to bound books. Adhesive linen shields permanently attach each tab to the folder, sheet, or page to be indexed. The REDI-TAB itself has a tubular, color-banded tip, with clear celluloid sides that hold the label firmly in place. A variety of colors is offered—red, orange, green, blue, yellow and pink. Tabs are packed one tip-color to a box consisting of ten 6 in. strips. In ordering be sure to specify the colors desired.

Cat. no. **0500** 1 box **$2.40** 5 boxes **$2.15** ea. 20 boxes **$1.95** ea.



Actual size cut

BOOK SUPPORTS

L. B. SUPPORTS

A strong and rigid support made of 18 gauge cold-rolled steel, 5¼ inches high, finished in Gray-Rite or black enamel finish. Unless black is specified on the order, Gray-Rite will be sent. Available with felt or "non-skid" rubber on bottoms.

Cat. no.		Each	Price per C 100	500
1340	Plain bottoms	$.22	$19.75	$17.50
1340.1	Felt on bottoms	.30	27.75	25.50
1340.2	Rubber on bottoms	.33	30.25	28.50

NON-LOSABLE SUPPORTS

A support that can not get lost between books. Right-angle flange on upright keeps the support visible and eliminates the danger of "spearing" a book when returning it to the shelf. Height 5¼ inches. Edges ground smooth and rounded. 18 gauge cold-rolled steel, baked Gray-Rite or black enamel finish. Unless otherwise specified Gray-Rite will be sent.

Available with felt or "non-skid" rubber on bottoms.

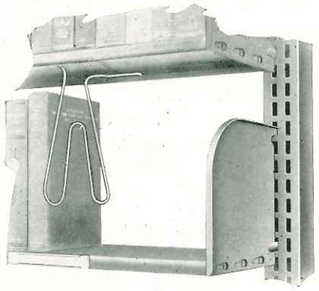
Cat. no.		Each	Price per C 100	500
1345	Plain bottoms	$.30	$22.50	$25.00
1345.1	Felt on bottoms	.38	35.50	33.00
1345.2	Rubber on bottoms	.41	38.50	36.00

FOLIO SUPPORTS

This support, for folios and heavy books, has all the desirable points of the "non-losable" together with the added height and weight necessary to hold up larger books. 16 gauge cold-rolled steel, 9 in. high. Finished in Gray-Rite or black enamel finish. Available with felt or "non-skid" rubber on bottoms.

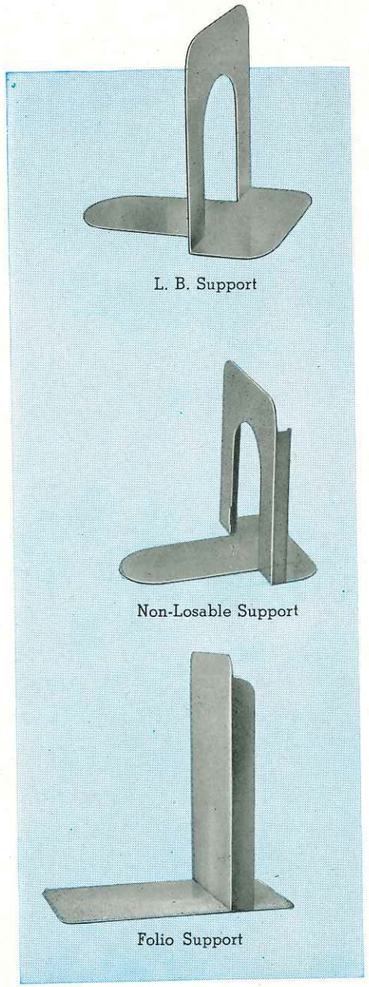
Cat. no.		Each	10	100
1344	Plain bottoms	$ .90	$8.50	$80.00
1344.1	Felt on bottoms	1.00	9.50	90.00
1344.2	Rubber on bottoms	1.10	10.50	100.00

WIRE SUPPORTS



This support is for use with L. B. standard square-edge steel shelves. Made of heavy spring wire, finished in Gray-Rite enamel, it is adjusted by slight pressure of the hand.

Cat. no. 1351	for 8 in. shelves,	$8.50 per 100
Cat. no. 1352	for 10 in. shelves,	9.00 per 100



L. B. Support

Non-Losable Support

Folio Support

NUMBER PLATES

Actual Size Plate

Bronze number plates with black enamel numbers are furnished with brass pins for attachment. Number plates are used for numbering card catalog trays, or articles of furniture for an inventory record.

Cat. no.	100	500	1M
1356	$9.00	$42.00	$78.00

LABELS FOR CARD CATALOG CABINETS

These labels and plain transparent celluloid protectors fit the standard label holders on Library Bureau card catalog trays.

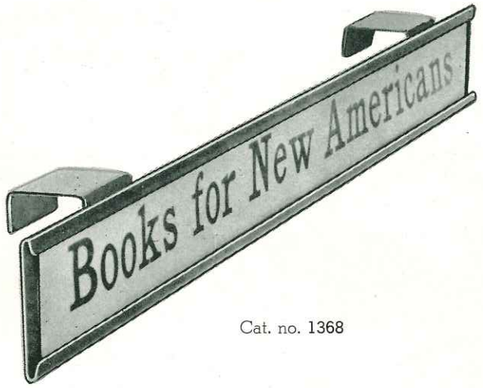
Cat. no.		100	1M
1968L	Blank buff labels	$.40	$3.25
1968P	Celluloid protectors	.80	7.20

SECTION LABEL HOLDERS

Sections of books plainly marked with labels at the top encourage a patron to find unaided the book for which he is looking. A celluloid label protector is included with each holder. Blank and printed labels of the correct size for the holders are listed below.

Made in two styles. Clip style is shown for use with Library Bureau high shelving (6 ft. 10 in.) only. For all other types of shelving use the style without clips, with brads furnished with same. All are made of steel, finished in Gray-Rite enamel. Size 1⅜ in. high x 12 in. long.

Cat. no.		6	12	36
1367	Without clips	$1.80	$3.20	$9.40
1368	Clip style	2.40	4.75	12.50



Cat. no. 1368

SECTION LABELS

Made for label holders nos. 1367 and 1368. A full set of 63 labels on buff stock, printed with headings as per list that will be sent on request. If full set is not needed, desired labels can be selected from the list.

Cat. no. 1374 Full set $1.95 each.....$.05

Cat. no. 1372 Blank buff labels same size, per 20 .....$.40

Cat. no. 1380 Plain transparent celluloid protectors to fit section label holders, per 12.....$.30

LIST OF TITLES FOR SET NO. 1374

Bibliography	Religion	Science	Literature	Biography
Encyclopedias	Social Sciences	Useful Arts	History	Genealogy
Philosophy	Dictionaries	Fine Arts	Directories	Readers Guides

070	Journalism	500	Science	900-909	General History
100	Philosophy	600	Useful Arts	910	Travel
200	Religion	700	Fine Arts	920	Biography
300	Social Sciences	800	Literature	930-999	History
400	Language				

Adventures	Fiction	Nature	Reading with a Purpose
Aeroplane Adventures	Foreign Lands	New Books	Reference Books
America	Games and Parties	New Fiction	Short Stories
Books for New Americans	Games and Sports	New Non-fiction	Some Interesting People
Books Men Like	The Garden	Out of Door Books	Special Collections
Bound Magazines	Handy Books	Picture Books	Stories
Circulating Magazines	Modern Poetry	Plays	Travel by Book Route
Easy Books	Mystery Stories	Poetry	7 Day Books
Fairy Tales	Myths and Legends	Readable Plays	

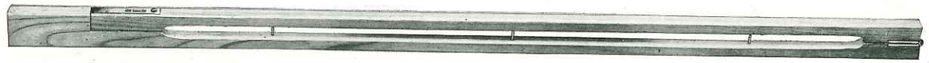
Delivery charges prepaid

IDEAL NEWSPAPER FILE—Maple—Cat. no. 1411

Length overall 35 in.; filing space 27 in. Extra rubber rings for Ideal newspaper files, cat. no. 1412.

L. B. MULTI NEWSPAPER FILE—Birch—Cat. no. 1404

Length overall 34⅝ in.; filing space 26 in.



ATWATER NEWSPAPER FILE—Whitewood—Cat. nos. 1422 and 1423

No. 1422 Overall length 35 in.; filing space 26 in.
No. 1423 Overall length 38⅛ in.; filing space 28 in.
Extra rubber rings for Atwater newspaper files, cat. no. 1413.

NOTE: All newspaper files furnished in natural finish only.

PRICES—NEWSPAPER FILES

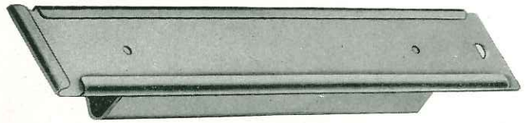
Cat. no.	1	6
1411	$1.50	$7.70
1404, 1422, 1423	Prices when available.	

RUBBER RINGS

Cat. no.	12	36	72	144
1412	$.50	$1.45	$2.85	$5.25
1413	.50	1.45	2.85	5.25

SHELF LABEL HOLDERS

CLIP STYLE



Cat. no. 1375.2

The clip label holder illustrated is for use only with Library Bureau wood or steel shelves. For all other types of wood shelving use no. 1375.1 (without clips) which is fastened in place with brads. Both styles are of steel, bronze plated and lacquered.

Cat. no.		12	36
1375.1	Without clips	$1.10	$3.20
1375.2	Clip style	1.35	3.95

All label holders on this page are for labels 2 x 12.5 cm.

U-SHAPED STYLE

Cat. no. 1369

These U-shaped label holders are available only in Gray-Rite finish.

Cat. no.		12	72
1369	For shelves 13/16 in. thick	$3.70	$20.30
1369.1	For shelves ⅞ in. thick		

SHELF LABEL PROTECTORS

Plain transparent celluloid to fit all shelf label holders.

Cat. no.	50
1389	$ .40

Delivery charges prepaid

PRINTED SHELF LABELS

010 Bibliography

ACTUAL SIZE

Five complete sets of printed shelf labels are available. Above cut shows size and style of printing. All labels will fit the shelf label holders shown on preceding page. Complete list of the titles in these sets follow.

Cat. no.	Description	Per set
1376	Non-fiction set, consisting of 466 labels	$3.60
1377	Non-fiction set, consisting of 100 labels (*)	1.20
1378	Biography set, consisting of 105 labels	1.40
1379	Fiction set, consisting of 133 labels	1.70
1383	Children's set, consisting of 55 labels	.75
1385	Small library set, consisting of 14 labels	.25
1373.1	Buff (blank)labels to fit all shelf label holders —per **seventy-five labels**	.35
	Price, each	.03

NON-FICTION LIST

Cat. no.
1376 Full set 466 labels, buff stock. (Size to fit label holders, cat. nos. 1369, 1369.1, 1375.1, 1375.2) The set of 100 starred labels in this list is cat. no. 1377. When order other than sets request ordering sheet to specify those wanted.

010	Bibliography	353.4	Postal System	550	Geology	641.4	Canning
020	Library Work	*355	Army. Military Science	*551	Physical Geography	641.8	Candy
*028	Books and Reading	359	Navy. Naval Science	553	Economic Geology	643	House Planning
070	Journalism	360	Associations. Institutions	560	Paleontology	645	House Decoration
110	Metaphysics	364	Juvenile Delinquency	570	Biology	*646	Clothing. Sewing
130	Mind and Body	365	Prisons	571	Primitive Life	647	Home Management
136.7	Child Study	368	Insurance	572	Ethnology	648	Laundry Work
*150	Psychology	*370	Education	575	Evolution	649	Care of Children
160	Logic	371.1	Teachers	*580	Botany	*650	Business. Communication
170	Ethics	371.2	School Organization	582	Trees	651	Office Equipment & Methods
172	Patriotism	371.3	Teaching Methods	*590	Zoology	651.7	Business Correspondence
172.4	War and Peace	371.5	Government and Discipline	595	Insects	652	Typewriting
173	Family Ethics	371.6	School Buildings and Grounds	597	Fish	653	Shorthand
174	Success	371.7	School Hygiene	*598	Birds	654	Telegraphy. Tel. Signals
178	Temperance	371.9	Education of Special Classes	599	Mammals	*654.1	Wireless Telegraphy
180	Ancient Philosophy	*372	Elementary Education	607	Technical Education	655	Printing
190	Modern Philosophy	372.2	Kindergarten	*608	Patents and Inventions	657	Bookkeeping. Accountancy
210	Natural Theology	372.21	Story Telling	610	Medicine	*658	Salemanship
212	Theosophy	373	High Schools	612	Physiology	658.5	Efficiency Methods
215	Religion and Science	374	Self Education	*613	Good Health	658.78	Retailing
218	Future Life	375	Courses of Study	613.94	Eugenics	659	Advertising
*220	Bible	377	Religious & Ethical Instruct.	613.2	Dietetics	*660	Chemical Technology
221	Bible. Old Testament	378	Colleges and Universities	614	Public Health	663	Beverages
225	Bible. New Testament	379	Public Schools	*620	Engineering	664	Foods
230	Theology	379.1	Rural Schools	621	Mechanical Engineering	665	Oils
232	Life of Christ	380	Commerce	621.1	Steam Engineering	666	Ceramics. Glass
252	Sermons	*385	Railroads	*621.3	Electrical Engineering	667	Dyes. Dyeing. Dry Cleaning
261	The Church	390	Manners and Customs	621.32	Electric Lighting	669	Metallurgy and Assaying
266	Missions	391	Costumes	621.33	Electric Railways	*670	Manufactures
268	Sunday Schools	395	Etiquette	621.4	Gas Engines	671-673	Metals
270	Religious History	396	Women	621.5	Refrigeration	674	Lumber. Wood
289	Other Christian Sects	398	Folklore	621.72	Pattern Making	675	Leather
289.5	Christian Science	420	English Language	621.74	Foundry	676	Paper
*291	Mythology	425	English Grammar	621.8	Millwork	677	Textile Fabrics
294	Brahmanism. Buddhism	*428	English for Beginners	621.9	Machine Tools	678	Rubber
296	Judaism	435	German Grammar	622	Mining Engineering	679	Other Manufactures
310	Statistics	438	German Text Books	623.8	Ship and Boat Building	680	Mechanic Trades
*320	Political Science	445	French Grammar	623.9	Submarines	681	Watches and Instruments
324	Suffrage	448	French Text Books	625	Roads	682	Blacksmithing
*325	Immigration	455	Italian Grammar	625.6	Street Railways	684	Furniture. Cabinet Making
325	Americanization	458	Italian Text Books	628	Sanitation and Water Supply	685	Shoemaking
326	Negroes	465	Spanish Grammar	629	Aeronautics	686	Bookbinding
327	Foreign Relations	468	Spanish Text Books	*629	Automobiles	687	Tailoring
328.1	Parliamentary Law	475	Latin Grammar	*630	Agriculture	689	Basketry. Weaving
329	Political Parties	478	Latin Text Books	631	Soils. Fertilizers	*690	Building. Construction
*330	Economics	485	Greek Grammar	632.7	Pests. Insects	693	Masonry. Plastering
331	Labor and Capital	488	Greek Text Books	633.1	Grains	694	Carpentry
331.3	Child Labor	500	Science. Nature	634	Fruit Culture	696	Plumbing. Gas Fitting
331.8	Laboring Classes	*510	Mathematics	634.9	Forestry	697	Heating and Ventilation
332	Money and Banking	511	Arithmetic	*635	Vegetable Gardening	698	Painting and Paperhanging
332.6	Investment	512	Algebra	636.1	Horses	701	Philosophy of Art
335	Socialism	513	Geometry	636.2	Cows	*709	History of Art
336	Finance. Taxation	520	Astronomy	636.3	Sheep. Goats	710	Landscape Gardening
337	Tariff	526.9	Surveying	636.4	Swine	710	City Planning
338	Production	527	Navigation	636.5	Poultry	*716	Flower Gardening
338.8	Trusts	*530	Physics	636.56	Canaries. Pigeons	*720	Architecture
340	Law	*537	Electricity	636.7	Dogs	722	Ancient Architecture
341	International Law	*540	Chemistry	636.8	Cats	723	Medieval Architecture
350	Admin. of Government	544	Qualitative Analysis	*637	Dairying	723.4	Romanesque Architecture
*351.3	Civil Service	545	Quantitative Analysis	638	Bees	723.5	Gothic Architecture
352	Municipal Government	546	Inorganic Chemistry	*640	Housekeeping	724	Modern Architecture
352.31	Fire Protection	547	Organic Chemistry	641	Cooking	724.1	Renaissance
353	U.S. and State Government	549	Mineralogy	641.1	Food	724.5	Queen Anne Architecture

726	Church Architecture
728	Residences
*730	Sculpture
736	Carving
737	Medals and Coins
738	Pottery. Porcelain
739	Jewelry
*740	Drawing
741	Caricatures. Cartoons
742	Perspective Drawing
743	Figure Drawing
744	Mathematical Drawing
745	Ornamental Design
745	Rugs
745	Lettering
*746	Art Needle work
747	Interior Decoration
749	Furniture
*750	Painting
751	Materials and Methods
752	Color
759	History of Painting
759.1	American Painting
759.2	English Painting
759.3	German Painting
759.4	French Painting
759.5	Italian Painting
759.6	Spanish Painting
759.7	Slavic Painting
759.8	Scandinavian Painting
759.9	Other Schools of Painting
760	Engraving
763	Lithography
767	Etching
*770	Photography
778	Moving Pictures
*780	Music
780.1	Philosophy of Music
780.9	History of Music
782	Opera
783	Sacred Music. Oratorios
784	Songs and Singing
785	Orchestral Music
786.1	Piano
786.5	Organ
*790	Amusements
792	Theatre. Acting
793	Entertaining
793	Amateur Plays
793	Dancing
793	Dialogues and Monologues
794	Games of Skill
795	Card Games
796	Athletics and Sports
796	Camping
796	Swimming
797	Baseball
797	Football
799	Fishing
799	Hunting
808	Composition and Rhetoric
*808.1	Poetry Collections
*808.5	Debating
*808.8	Quotations. Collections
*810	American Literature
*811	American Poetry
*812	American Drama
*814	American Essays
*815	American Orations
*817	American Humor
*820	English Literature
*821	English Poetry
*822	English Drama
*822.33	Shakespeare
*824	English Essays
*825	English Orations
*827	English Humor
*830	German Literature
831	German Poetry
832	German Drama
*840	French Literature
841	French Poetry
842	French Drama
850	Italian Literature
860	Spanish Literature
*870	Latin Literature
880	Greek Literature
890	Literature. Minor Countries
891.7	Russian Literature
*910	Travels around the World
913	Antiquities
*914	Europe. Travel
914.1	Scotland. Travel
914.15	Ireland. Travel
*914.2	England. Travel
*914.3	Germany. Austria. Travel
914.38	Poland. Travel
914.39	Hungary. Travel
*914.4	France. Travel
*914.5	Italy. Travel
*914.6	Spain. Travel
*914.7	Russia. Travel
*914.8	Scandinavia. Travel
914.81	Norway. Travel
914.85	Sweden. Travel
914.89	Denmark. Travel
914.92	Holland. Travel
914.94	Switzerland. Travel
914.95	Greece. Travel
914.96	Turkey. Balkans. Travel
915	Asia. Travel
*915.1	China. Travel
915.15	Thibet. Travel
*915.2	Japan. Travel
915.3	Arabia. Travel
915.4	India. Travel
915.5	Persia. Travel
915.6	Turkey in Asia. Travel
915.69	Holy Land. Travel
*916	Africa. Travel
916.1	North Africa. Travel
916.2	Egypt. Travel
916.3	Abyssinia. Travel
916.4	Morocco. Travel
916.5	Algeria. Travel
916.61	Sahara. Travel
916.8	South Africa. Travel
*917	North America. Travel
*917.1	Canada. Travel
917.19	Labrador. Travel
*917.2	Mexico. Travel
917.28	Central America. Travel
917.29	West Indies. Travel
*917.3	United States. Travel
917.4	New England. Travel
917.47	New York. Travel
917.5	Southern States. Travel
917.59	Florida. Travel
917.6	Gulf States. Travel
917.7	Lake States. Travel
917.8	Western States. Travel
917.9	Pacific Coast. Travel
917.94	California. Travel
917.98	Alaska. Travel
*918	South America. Travel
918.1	Brazil. Travel
918.3	Chile. Travel
918.5	Peru. Travel
919	Oceanica. Travel
*919.14	Philippines. Travel
*919.4	Australia. Travel
919.69	Hawaii. Travel
919.8	Polar Regions. Travel
*920	Collective Biography
921	Individual Biography
929	Flags. Heraldry
*900-909	General History
*930	Ancient History
*937	Roman History
*938	Greek History
*940	European History
*940	European War 1914
941	Scotland. History
941.5	Ireland. History
*942	England. History
*943	Germany & Austria. History
943.8	Poland. History
*944	France. History
945	Italy. History
946	Spain. History
946.9	Portugal. History
*947	Russia. History
948	Scandinavia. History
948.1	Norway. History
948.5	Sweden. History
948.9	Denmark. History
949.2	Netherlands. History
949.4	Switzerland. History
949.6	Turkey. History
949.7	Jugoslavia. History
950	Asia. History
951	China. History
952	Japan. History
953	Arabia. History
954	India. History
960	Africa. History
962	Egypt. History
963	Abyssinia. History
968	South Africa. History
970	North America. History
*970.1	Indian Life. Hist. & Legends
*971	Canada. History
*972	Mexico. History
972	Central America. History
972.9	West Indies. History
*973	United States. History
973.1	Discovery of America
973.2	Colonial Period
973.3	American Revolution
973.5	War of 1812
973.6	War with Mexico
973.7	Civil War
973.8	Later 19th Century
973.89	War with Spain
973.9	Early 20th Century
974	New England. History
975	Southern States. History
976	Gulf States. History
977	Lake States. History
978	Western States. History
979	Pacific Coast. History
979.8	Alaska. History
980	South America. History
990	Oceanica. Polar Regions

BIOGRAPHY LIST

Cat. no.

1378 Full set, 105 labels, buff stock, 2 x 12.5 cm. The most common or prominent names found in open shelf collections have been selected.

Adams	Charlemagne	Garfield	Josephine	Palmer	Tennyson
Alexander the Great	Charles	Garibaldi	Keats	Penn	Thackeray
Antin	Cicero	Gladstone	Keller	Pepys	Tolstoy
Arnold	Clemenceau	Goethe	Knox	Pershing	Tyler
Audubon	Coleridge	Goldsmith	LaFayette	Pitt	Twain
Austen	Columbus	Grant	Lee	Poe	Van Buren
Bacon	Cromwell	Hamilton	Lincoln	Raleigh	Victoria
Barton	Darwin	Hannibal	Longfellow	Roosevelt	Voltaire
Beaconsfield	Dickens	Hawthorne	Lowell	Rousseau	Wagner
Bismarck	Drake	Henry	Luther	Ruskin	Washington
Boone	Edison	Hugo	Madison	Savonarola	Webster
Bright	Eliot	Ibsen	Marie Antoinette	Scott	Wellington
Bronte	Elizabeth	Irving	Milton	Shelley	Whittier
Browning	Emerson	Isabella	Monroe	Sherman	Wilson
Burns	Foch	Jackson	Napoleon	Southey	Wordsworth
Byron	Franklin	Jefferson	Nelson	Stevenson	
Caesar	Frederick the Great	Joan of Arc	O'Connell	Swift	
Carlyle	Fulton	Johnson	Paine	Taylor	

FICTION LIST

Cat. no.

1379 Full set, 133 labels, buff stock, 2 x 12.5 cm. The Newark "List of 100 best novels" has been used as a basis of selection, with some additions.

Adams	Checkov	Galsworthy	Kingsley	Page	Trollope
Aldrich	Churchill	Garland	Kipling	Parker	Turgenev
Allen	Collins	Glasgow	Lagerlof	Parrish	Twain
Arnim	Connolly	Grant	Lincoln	Phillpotts	Vachell
Atherton	Connor	Grayson	Locke	Poole	Vance
Austen	Conrad	Green	London	Porter	Verne
Balzac	Cooper	Grey	Lytton	Reade	Wallace
Barr	Couch	Haggard	Macdonald	Rice	Waller
Barrie	Crawford	Hannay	Marryat	Rinehart	Walpole
Beach	Crockett	Hardy	Marshall	Robins	Ward
Bennett	Davis	Harrison	Mason	Scott	Warner
Benson	Deland	Harte	Meredith	Sedgwick	Webster
Bindloss	DeMorgan	Hawthorne	Merrick	Sienkiewicz	Wells
Black	Dickens	Hergesheimer	Mitchell	Sinclair	Weyman
Blackwood	Doyle	Hewlett	Morley	Smith	Wharton
Bronte	Dumas	Hope	Morris	Spearman	White
Burnett	Eliot	Howells	Mulock	Stevenson	Wiggin
Burnham	Farnol	Hugo	Nicholson	Stockton	Wilkins
Cable	Ferber	James	Norris	Swinnerton	Williamson
Caine	Fox	Jewett	Ollivant	Tarkington	Wister
Canfield	Gaboriau	Johnston	Onions	Thackeray	Wright
Catherwood	Gale	King	Oppenheim	Tolstoy	Zangwill
Chambers					

CHILDREN'S LIST

Cat. no.

1383 Full set, 55 labels, buff stock, 2 x 12.5 cm. This list of headings for labeling children's shelves represents the chief subjects found in the best collections for children.

170	Ethical Stories	641	Cooking	930	Life in Ancient Countries
220	Bible Stories	740	Drawing	937	Rome, History
290	Myths	780	Music and Song Books	938	Greece, History
350	Our Government	790	Amusements and Games	940	Europe, History
372	Story Telling	796	Athletic Sports	940	European War 1914
398	Fairy Tales, Fables, Folklore	808	Readers and Speakers	942	England, History
500	Science and Nature	821	Poems for Children	943	Germany, History
520	Sun, Moon, Stars	822	Plays and Dialogs	944	France, History
537	Electricity	822.33	Shakespeare	970.1	Indians
550	Earth	827	Funny Stories	973	United States History
580	Trees, Flowers	910	Travel in Other Lands	973.1	Discovery of America
590	Animal Life and Stories	914	Travel in Europe	973.2	Colonial Times
595	Insects	915	Travel in Asia	973.3	Revolution
598	Birds	916	Travel in Africa	973.7	Civil War
600	How to make and do things	917	Travel in America	973.8	War with Spain
613	Good Health	918	Travel in South America		Picture Books
620	Engineering	919	Travel, Australia and Oceanica		Mother Goose Books
630	Gardening and Farming	920	Lives of Interesting Persons		Easy Books
640	Housekeeping				

SHELF LABELS FOR SMALL LIBRARIES

Cat. no.

1385 Set of 14 labels, buff stock, 2 x 12.5 cm. Sold only in the complete set.

000	General Works	500	Natural Science	910	Travels
100	Philosophy	600	Useful Arts		Biography
200	Religion	700	Fine Arts		Fiction
300	Sociology	800	Literature		Reference
400	Philology	900	History		

CARD CATALOG CABINETS

now at circ.

now at circ.

Cat. no. 2332R

Cat. no. 2334R

Cat. no. 2336R

To obtain card cabinets with rods be sure to use complete catalog number with letter "R."

Over fifty years ago Library Bureau designed, built, and standardized the first tray cases. Cases equal in durability and accuracy of construction can not be obtained elsewhere at an equal cost. Stock cabinets range in size from a two-tray case, with a capacity of 2400 cards, to a 60-tray case with a capacity of 72,000 cards. Each tray provides a clear filing space of 14½ in.

Prices on larger cases or cases of special designs or of woods other than oak furnished on request.

All trays are equipped with adjustable steel followers which are simple, positive in action, and occupy only ¼ in. of filing capacity in the tray. Unless otherwise ordered, trays are furnished with round rods. Labels and celluloid protectors furnished with all trays. Backs of all cases are finished.

All stock cases are constructed of quarter-sawed white oak, in light (natural) or dark (dark brown) finish.

get for circ. Desk.

in Ref.

Cat. no. 2339R

TWO-TRAY CABINET

Outside size: no. 2332R 4⅞ in. high by 13¼ in. wide by 17⅜ in. deep; maximum capacities 2400 medium weight cards.

Cat. no. **2332-R**, Oak only **$14.25**

FOUR-TRAY CABINET

Outside size: 8¾ in. high, 13¼ in. wide by 17⅜ in. deep. Maximum capacity 4800 medium weight cards.

Cat. no. **2334-R**, Oak only **$22.75**

SIX-TRAY CABINET

Outside size: 13⅛ in. high, 13¾ in. wide by 17⅜ in deep. Maximum capacity 7200 medium weight cards.

Cat. no. **2336-R**, ... Oak **$29.50**

NINE-TRAY CABINET

Outside size: 13⅛ in. high, 20¼ in. wide by 17⅜ in. deep. Maximum capacity 10800 medium weight cards.

Cat. no. **2339-R**, ... Oak **$40.25**

For leg bases for the cat. no. 2339R nine-tray cases, see page 61.

CARD CATALOG CABINETS

For 7.5 x 12.5 centimeter size cards, or cards 3 inches high x 5 inches wide

SNAP RODS

The catalog cases on pages 64 to 67 are now equipped with the new time-saving snap rods that latch automatically. This new latch, which is on the inside of the tray front, out of view, makes it possible to release catalog cards instantly. Finger-tip pressure frees the rod.

Cat. no. 23312R.
On leg base no. 23812.1

Cat. no. 23360R.
On leg base no. 23860.1

TWELVE-TRAY CABINET

Outside size: 17½ in. high, 20¼ in. wide, by 17⅜ in. deep. Maximum capacity 14400 medium weight cards.

Cat. no. 23312-R ..... Oak **$53.00**

LEG BASE

Leg base 26 in. high x 21 in. wide by 18 1/16 in. deep may be used with either the 9 or the 12-tray cabinets.

Cat. no. 23812.1, Oak only **$18.75**

SIXTY-TRAY CABINET

Outside height, including the 16 in. high base, is 60 in. Case itself is 44 in. high by 43 in. wide by 18⅝ in. deep. Maximum capacity 72,000 medium weight cards. Cat. no. is **23360-R.** Prices on request.

LEG BASE

Leg base shown is 16 in. high x 42¼ in. wide by 18¼ in. deep, oak only. Cat. no. is **23860.1.**

UNIT CARD CATALOG CASES

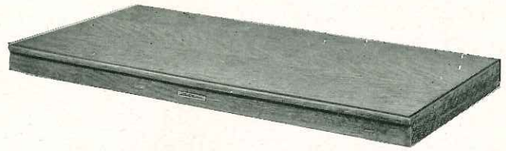
A line of card catalog cases made on the horizontal unit principle, so that a case can be bought to accommodate present card requirements and later additional units can be added in multiples of 5 or 15 trays as the catalog expands, still giving the appearance of a single cabinet.

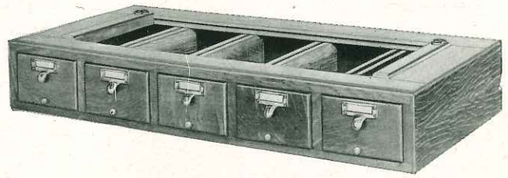
Trays provide a clear filing space of 14½ in. Units containing vertical file drawers, trays for larger sizes of cards, box drawers, and cupboards can be used in the same stack with the card catalog units. Prices and details of units not illustrated will be sent on request.

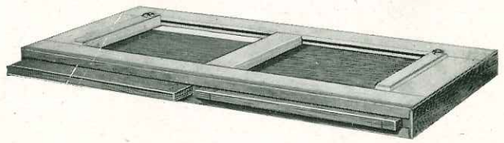
Unit catalog cases are of quarter-sawed white oak, finished either light (natural) or dark (dark brown) finish. Backs are finished.

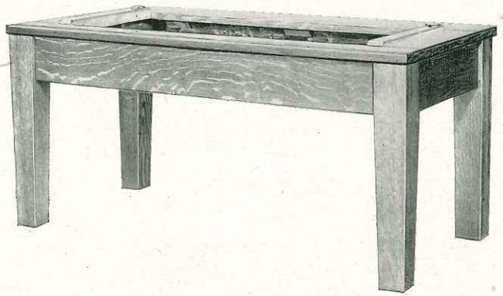
Prices on special finishes on request.

To obtain the card cabinets with rods, be sure to use the complete catalog number with the letter "R." All units on this page are 33 in. wide, 17 in. deep, and are for cards 7.5 x 12.5 cm. or cards 3 in. high by 5 in. wide.









TOP OR CORNICE UNIT

For units illustrated at right. Height 2 in.

Cat. no. **90715**, ... Oak **$9.05**

FIVE-TRAY UNIT

Height 5⅜ in. Maximum capacity 6000 medium weight cards.

Cat. no. **9355R**, ... Oak **$26.00**

SLIDING REFERENCE SHELF UNIT

Height 2⅝ in. Convenient as a rest for trays removed from the units or as a writing surface while consulting the card catalog. Shelf extends 15 in.

Cat. no. **9855** ..... Oak **$13.75**

FIFTEEN-TRAY UNIT

Height 13⅛ in. Maximum capacity 18,000 medium weight cards.

Cat. no. **93515R**, ... Oak **$62.25**

LEG BASE UNITS

These bases are for use with above units.

Cat. no. **90895** Height 26 in. Oak only ..... **$ 19.50**

Height 44½ in.
Width 33 in.—Depth 24 in.

UNIT CARD CATALOG CASES

This popular stack of horizontal units (shown at left) combines the card catalog with a two-drawer legal unit for pictures, pamphlets, and clippings, thereby saving floor space for the small public or school library.

Stack consists of:

1 Cat. no. **90715** Top, ... Oak **$ 9.05**
1 Cat. no. **93515R** Card catalog unit, ... Oak **$62.25**
1 Cat. no. **9250** Legal unit, ... Oak **$45.00**
1 Cat. no. **90825** Leg base, ... Oak **$17.50**

Prices are for stock finish. Prices on other finishes or combinations on request.

These units intermember with the units on page 65.

WOOD BOOK TRUCKS

L. B. wood trucks (except Cat. No. 7607) have noiseless ball-bearing hard rubber wheels, all 5 in. in diameter, with extra heavy hangers. Wheels have been tested to run 14,000 miles under heavy load without appreciable wear. Rubber bumpers are reinforced with steel. Trucks available with all wheels on swivel hangers.

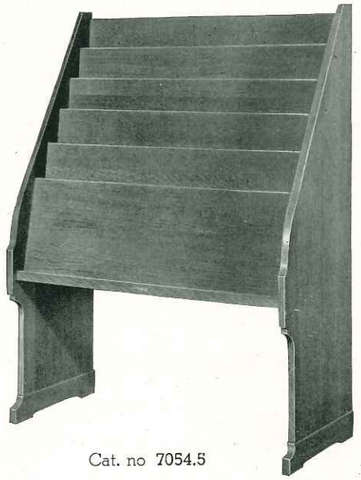
Prices upon request

SMALL MAGAZINE RACK

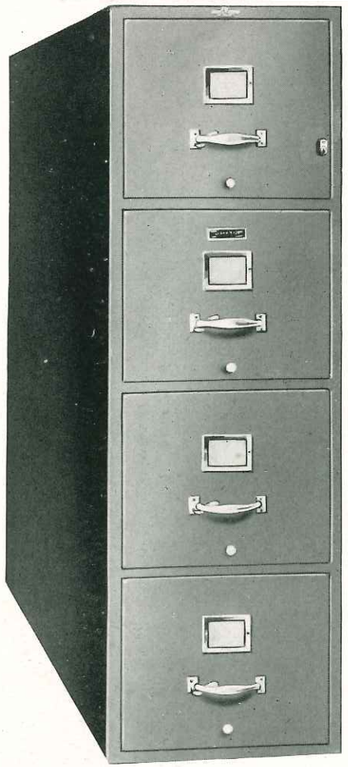
This small magazine rack is 48 in. high, 36 in. wide, and 16¼ in. deep. Contains one display space and five compartments of different heights to hold various sizes of magazines. Capacity approximately 22 magazines. Back is finished. Ends are of solid wood.

Cat. no. **7054.5** ..... **$47.50 Ea.**

Cat. no. **7607 RB**



Cat. no 7054.5



SAFE FILE CABINETS

Safe File cabinets protect valuable records from both fire and theft, and are constructed to serve also as unobtrusive working tools in everyday use. They blend into office, executive or professional surroundings, either singly or in batteries, because they are finished with satiny Gray-Rite color in two, three or four drawer sizes.

Safe Files are fitted to accommodate papers of legal, letter and several card sizes, while insert drawers allow a combination of filing and indexing or record keeping, all within the same protected unit.

THE ARISTOCRAT LINE

Easier filing and the new Gray-Rite color that enlightens office interiors distinguish Aristocrat steel vertical files. Label holders, drawer pulls and guide rod fronts are of satin-finish aluminum, while the complete line is of 28-inch standard depth, assuring alignment.

File drawers glide out like magic, daily demonstrating the trouble-free operation that insures long life and remarkable efficiency.

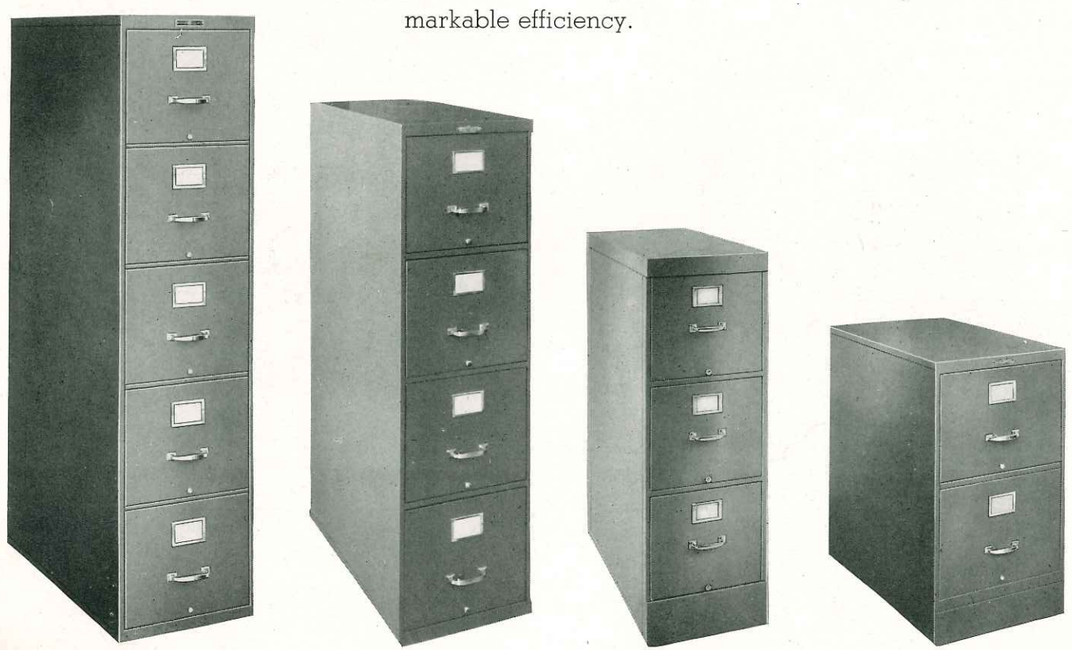


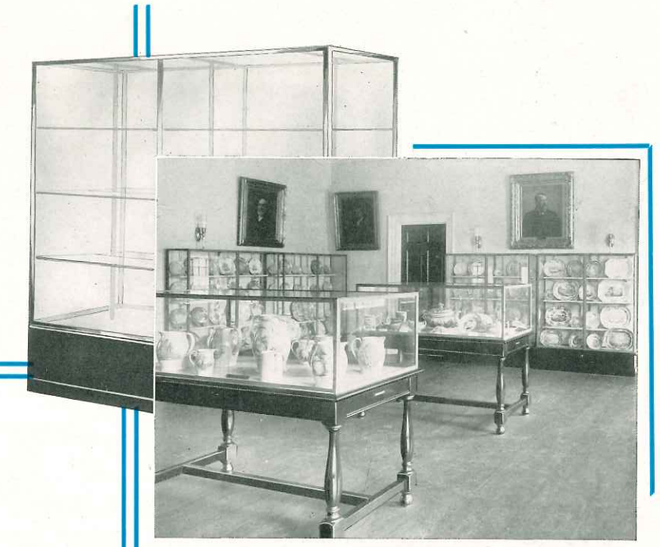
EXHIBIT CASES

Library Bureau exhibit cases are designed to preserve their contents, to enhance the appearance, and raise the exhibit above the level of the usual "show case" display.

Cases are dust and vermin proof, and are made of plate glass and aluminum alloy (or bronze), with bases of wood to harmonize with the surroundings. Complete information on request.

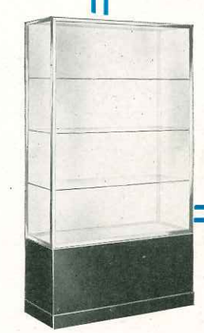
Wall Case

Table Case



New Haven Colonial Historical Society
New Haven, Conn.

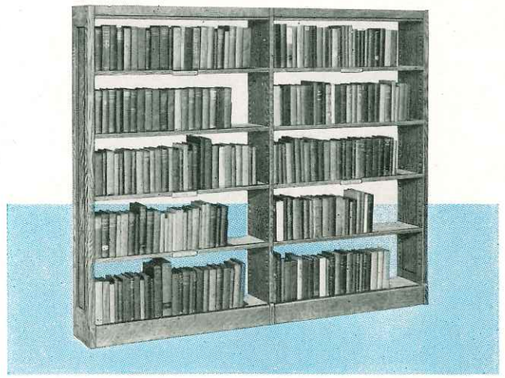
Guaranty Trust Company
New York City



Wall Case

Folger-Shakespeare Library
Washington, D. C.
Paul P. Cret, Architect

L. B. unit wood shelving is generally preferred for reading rooms or school libraries, as it is more "homelike" in appearance and can be finished to match the wood furniture and the trim of the room. Library Bureau unit wood shelving is attractive and economical. Complete information will be furnished on request.



Standard unit wood shelving is 6'-10" and 5'-0½" high—8, 10, or 12 inches deep. Double-faced shelving, to match the wall shelving illustrated, is also carried in stock.

Mother Irene Gill Memorial Library, College of New Rochelle, N. Y.
Voorhees, Walker, Foley and Smith, Architects
Special furniture by Library Bureau

Accession books . . . 3–5
Accession sheets, loose-leaf . . . 3
Accounting books . . . 33
Additions and withdrawals record . . . 33
Adhesive cloth . . . 39, 46
Adhesive cloth, silk finish . . . 40
Adhesive tape . . . 39
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Alphabetic card catalog guides . . . 9
Aluminum charging guides . . . 27
Angle-tab card catalog guides . . . 10, 11
Application cards . . . 16
Armorclad guides . . . 52
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"Ask the librarian" guide . . . 12
Awls . . . 36

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Bases, card catalog case . . . 61–62
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Binders, borrowers' register . . . 3
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Binders, magazine . . . 48
Binders, pamphlet . . . 47
Binding slips . . . 34
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Bond paper . . . 39
Bone folder . . . 36
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Book cloth . . . 40
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Book lists, visible . . . 45
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